

JOB DESCRIPTION

Job title	<i>Associate: Case Initiation</i>
Reports to	<i>Team Leader - Case Management</i>

Job purpose (Role)

Perform tasks assigned under Initiation process in the space of background verification services

Duties and responsibilities

- Responsible for initiation of all received cases into system as per client Scope of Work
- Review and validate the data entered into the system
- Follow the established processes and procedures diligently
- Produce adequate work with 100% quality

Qualifications

- Graduate in any discipline
- 0 - 1.6 years of experience

Knowledge:

- Excellent computer skills and proficient in excel or Google sheet
- Good English communication skills both verbal and written

Competencies:

- Learning agility
- Schedule adherence
- Process Knowledge and adherence
- Good communications skills

