

Job Details

1. Candidate must possess at least a College graduate, any field.
2. 1-2 years related work experience is an advantage.
3. Good communication and written skills both in English and Tagalog.
4. Computer Literate (MS Word, Excel, Powerpoint)
5. Excellent attention to details.
6. Able to work under minimal supervision.
7. Has initiative and can work longer hours if necessary.
8. Honest and hard-working.
9. Preferably female.
10. Willing to work in Makati City.

Job Expectations

1. Conducts interview of the subject, character references, and other parties.
2. Verifies present and past employment records.
3. Validates personal and other information.
4. Prepares employment and other related reports.
5. Maintains database and ensure accuracy.

Application

Email your resume/CV to careers@infocreditsolutions.net to apply for this position.