

**DUTIES AND RESPONSIBILITIES:**

1. Conducts field checking work of subject. Subject means applicant, candidate or borrower.
2. Field checking work includes neighborhood checking, barangay checking, employment checking, business checking and direct checking. Also included is address and property verification.
3. Interviews neighbours, barangay officials, authorized employees of employer (or employer himself/herself), members of family and subject himself/herself.
4. Obtains personal details, character details, employment details, tenure details of residence, confirmation of length of stay in the residence, ownership/non ownership of residence details among others, other needed/added information will be relayed by ICSI.
5. Does ocular or physical inspection of premises of subject which include residence and office. Describe the premises and obtains details as required by ICSI.
6. Information must be supported by direct confirmation by other parties and documentary evidences.
7. Prepares field checking report and internal checking report on or before the agreed deadline.
8. Does other tasks as requested.

**Qualifications:**

1. With motorcycle
2. Can express himself well
3. Honest, hardworking and team player
4. Familiar with the assigned areas
5. Excellent health
6. Neat and presentable
7. With high Integrity
8. Mobile App Literate / Techie (Techy) / Internet Savvy

**Application**

Email your resume/CV to [careers@infocreditsolutions.net](mailto:careers@infocreditsolutions.net) to apply for this position.