



JOB DESCRIPTION

Job title	Associate - OCR
Reports to	Manager

Job Role

The individual is expected to manage the operations of Background Verification process

Duties and responsibilities

- Associates will be involved in initiating the check process on the system. This is the starting point of the overall processing of the Verification Life Cycle Process
- Associate would be required to communicate with various issuing authorities as well as vendors based in different locations in order to obtain verification
- Associate would also be required to perform Quality Check on verifications completed previously
- Associates would be required to create the verification reports, which will be shared with the client. This is one of the most crucial steps in the Verification process lifecycle
- Associate role involves detailed secondary research and analysis on issuing authorities

Qualifications and Work Experience

- Written & Spoken English – Excellent
- Candidate should be open to calling profile
- Fresher to 1 year of experience

