Business Profiler (Search Online, Verify and Update Company Data)

OnboardCRM is a Business Process Outsourcing services provider covering all regions of the world for Fortune 500 companies. As a trusted partner of our blue-chip clients, we integrate and operate our best practice processes using a KPI-driven "business-in-business" model to increase sales while improving relations with resellers, prospects and customers.

We design, implement, execute and manage end-to-end B2B & B2C projects that cover both mature and emerging markets with more than 10 years of experience in:
- Lead Generation (Marketing)
- Customer Acquisition (Inside Sales)
- Partner Recruitment (Channel)
- Loyalty & Retention programs (Customer Service)

Our CRM division completes the service offering a combination of salesforce.com experience and leading practices and professional services such as:
- CRM Consultancy &Process Configuration
- CRM Training & Coaching
- Database Administration &Reporting
- Database Cleansing &Quality Assurance

The offices of OnboardCRM in Sofia, Brussels and Singapore provide a stimulating multi-lingual and multi-cultural environment to learn and grow.To join our CRM team, we are looking for a inquisitive and detail-oriented **business profilers** with:
- A passion for market intelligence, especially mergers and acquisitions
- A very good understanding of how businesses are structured and where they are located
- Ability to process large amounts of data with efficiency and accuracy
- Data processing and online research skills: extracting, typing, filtering, correcting
- Full attention to detail and ability to detect smallest errors/inconsistencies/outdated data

Responsibilities:

As a member of the data quality team, the business profiler will:
- Verify and classify existing business data: company name, address, phone number, industry
- Search online and update the information from company website
- Discover the headquarters and the actual structure of multinationals and holdings
- Match data in different files and databases to (re-)construct the real picture of businesses
- Verify every single piece of information and correct all the errors/complete missing information

Skills/Experience Required:

BACKGROUND:

- Mathematics, Information Management, Technical degree
- International Business, Accounting, or Linguistics degree
- Editorial/agency experience in publishing (print or online media), translation or proof reading

SKILLS:

- Extremely efficient in Excel
- Meticulous accuracy with full attention to detail
- Previous experience with databases is a must
- Experience with marketing/sales administration or marketing intelligence preferred
- Perfect knowledge of the world's geography and the cities of the world
- Ability to work with incomplete data and investigate like a "detective"
- **Proof of accuracy will be required (a test will be provided)**

LANGUAGES:

- Proficiency in English is mandatory and another foreign language is preferable, as we prefer to work with open-minded, ambitious and driven, multi-tasking and multi-lingual talents with a passion for new technologies, other cultures, international business and self-development

Senior profilers: even though we prefer to work with experienced profilers, with at least 3 years of operational experience, we are also open to:

Junior profilers: university graduates without any business experience, but who are extremely good with information/data (Excel must be a toy for you) and would like to use this opportunity to learn about international business and database management. You can build solid salesforce.com skills and develop a career plan to move into diverse analytical, business or consultancy positions in one of our other projects.

Please send your CV to mina.simeonova@onboardcrm.com