

Company: Pacston & Partners Pte. Ltd.

Position: Academic Documentation Specialist (Contractor – 100% Remote)

Job Description:

Pacston & Partners is working with a global immigration firm on the hunt for digital documentation specialists to collect, request, categorize, draft, and assemble documents for our clients.

The document specialists are responsible for ensuring all documents are in compliance with internal and external regulations and most updated before case filing.

The role is completely work-from-home and will work Monday to Friday from 9am to 6pm.

General role responsibilities

- Check and edit documents uploaded by clients
- Ensure the document format and content meet protocols before case filing
- Assemble documents according to internal specifications
- Reply to client messages and follow up with individual case queries submitted by clients

Minimum requirements

- Bachelor's degree.
- Excellent written and verbal communication skills in English
- Impeccable English grammatical accuracy
- Excellent attention to details
- Ability to work independently
- Strong reading and writing skills
- Strong self-learning skills

Preferred candidate qualifications

- Advanced degree
- Experience in academic writing and/or legal writing
- Experience in academia

Required skills for this role

- Excellent organization and time management skills
- Excellent capability on Microsoft Word and Adobe Acrobat
- Ability to perform tasks with minimal supervision
- Ability to multitask and prioritize to meet deadlines
- Highly motivated and self-disciplined to reach KPI standards

Application process

Please complete our screening test on our digital recruitment website: <https://apply.pacston.com>

Please register an applicant account and upload your most updated pdf. resume for our review. Please include the following info in your resume:

- Education background
- Work experience
- Expected salary
- Date of availability / Notice period

Please select '**Documentation Specialist**' for the screening test, and complete the three tasks according to instructions on the webpage. We will respond to your results as soon as possible. Applicants with test results meeting our screening requirements will be contacted for a video call interview.

Expected start time: May 15, 2023

Career level: Entry level

Qualification: Bachelors

Job type: Contract

Job specializations: Legal

Job Types: Full-time, Contract

Contract length: 12 months

Salary: RM4,000.00 - RM5,000.00 per month

Schedule:

- Day shift
- Monday to Friday

Application Question(s):

- Do you have experience in Adobe Acrobat/Adobe Pro for documentation?
- Have you worked remotely in the past? If you have, for how long have you worked on a remote basis?

Education:

- Diploma/Advanced Diploma (Required)

Experience:

- client service: 1 year (Preferred)