

About the job

This is a contract role (renewable) for this Support role. You will be responsible for reviewing and process data, ensuring accuracy and quality. You will also be responsible for moderating and monitoring generated content. This role will be working **on-site** from Monday to Friday. Office located in KL Eco City, Kuala Lumpur.

Job Responsibilities:

- To transcribe information from various sources.
- Capture accurate content in English.
- Ensure high-quality transcription with correct spelling, grammar, and punctuation.
- Maintain consistency and attention to detail across different types of material content.
- Meet deadlines and follow task guidelines as instructed.
- Collaborate with the team members and provide feedback or update as and when necessary.

Requirements:

- Must have strong English command.
- Ensure accuracy and consistency in the data to optimise result.
- Evaluate content responses against internal language library & logic in effort to improve dialogue and overall interactions.
- Must be strong attention to detail and highly focus in work.
- Eager to learn new things daily and new processes.
- Capable of working independently as well as in a team setting.
- Good communication and collaboration skills.

Perks:

- Working with clients around the world
- Being a part of our industry expanding
- Supportive team and leader
- Merit-based career progression
- Promotion available for high performer

Job Types: Full-time, Permanent, Contract, Fresh graduate

Contract length: 12 months

Pay: RM3,500.00 - RM5,000.00 per month

Benefits:

- Health insurance
- Maternity leave
- Opportunities for promotion
- Professional development

Work Location: In person