

Position Summary

The Credentialing Specialist will maintain high standards of accountability and operate on the principles of a High-Reliability Organization in an effort to achieve safety, quality, and efficiency goals. They will need to adapt and think critically to serve our US clients.

Job Responsibilities:

- Engage & communicate with clients from the USA Via phone and email to manage daily tasks effectively.
- Utilize the available Data Platform System to analyze and verify critical documents.
- Thoroughly review documents to identify any missing information, and proactively communicate with clients to obtain the necessary documents and details.
- Able to work night shifts only.

Job Requirements:

- **No work experience required**
- *****O/A Levels education is highly preferred (must be completed under Edexcel or Cambridge)**
- **Typing Speed of 50 WPM**
- Fluent to Professional Business English communication skills in both writing & and speaking.
- Proficient in Microsoft Office Suite, including Outlook
- Experience in BPO industries, call center, and telemarketing is an added advantage
- Experience in BPO firms, data entry, call center, and IT-enabled services is an added advantage

Additional Requirements:

- Freshers are also encouraged to apply (Only If he/she has an excellent command of the English language).
- Presentable and Proactive & Team Player
- Capability to work under pressure.

Workplace Details:

- Weekdays: 5 days in a week
- Weekend: 2 days in a week
- Work Schedule: 7 PM to 4 AM or 8 PM to 5 AM (daylight savings)
- Training Period: Initial 2 months 7 PM to 4 AM or 8 PM to 5 AM (daylight savings)
- Probation: 6 months (including training period)
- Work at office | Job Location- Dhaka
- Employment Status: Full Time



Compensation and other benefits:

As the final candidate, Salary will be BDT 40,000 after you finish 6 months of work. The breakdown is given below

- **15,000 BDT** (Monthly) for first two months Training Period
- **33,000 BDT** (Monthly) for the next four-months Probationary period
- **37,000 BDT** (Monthly) after getting permanent. The night shift will be compensated with an additional **3,000 BDT** after getting permanent. A total of BDT **40,000**
- Complimentary Tea & Snacks
- Friendly office environment
- Opportunity to work with the foreign clients
- Gratuity Fund
- Provident Fund
- Worker's Profit Participation Fund - WPPF
- Holiday Leave Encashment
- Annual Paid Leave Encashment (Adjustable)
- Fully subsidized Dinner (For night shift only)
- Drop-off Service (4 AM & 5 AM)
- Festival Bonuses
- Casual, Maternity and Sick Leave

If you think you have what it takes then apply straight away by emailing your resume at career@radiantds.com with the subject line "Credentialing Specialist (Night Shift) April 2026"

