



LIST OF ROLES

Hire the Right Talent For Every Role

From individual specialists to fully built teams, MicroSourcing supports hiring across a wide range of roles and seniority levels. Whether you need entry-level support, niche specialists, or experienced functional leaders, we help you build teams that align to your structure, standards, and growth plans.

Backed by 20 years of experience and delivery centers across the Philippines and Colombia, every hire is supported by secure facilities, ISO-certified systems, and on-the-ground leadership.

Build Teams That Drive Your Business Forward

From stabilizing core operations to launching new service lines, MicroSourcing helps you build and manage teams that are structured for performance, continuity, and long-term growth.

Accounting & Finance

- Accounts Payable
- Accounts Receivable
- Auditing
- Bookkeeping
- Claims Handling
- Collections
- Credit Management
- Financial Reporting
- KYC/AML
- Loan Processing
- Tax Administration

Back Office & Administration

- Administrative Support
- Back Office Operations
- CRM Management
- Data Entry
- Document Processing
- Enrollment Support
- Payments Administration
- Project Coordination & Management
- Underwriting

Creative Services

- Animation
- Design and Multimedia
- Video Editing

Customer & Member Services

- Customer Service
- Loyalty Program Management
- Member Support
- Reservations
- Warranty and Product Support

Engineering

- Architecture
- CAD Design

HR & People Services

- HR Management
- Recruitment
- Talent Acquisition

IT and Development

- QA Testing
- Software Development
- Web Development

Legal

- Legal Administration
- Policy Administration

Marketing

- Campaign Management
- Content Development
- Content Moderation
- Digital Marketing
- Digital Merchandising
- Reporting and Analytics
- Search Engine Marketing
- Search Engine Optimization

Medical & Healthcare

- Appointment Scheduling
- Insurance Verification
- Medical Billing
- Medical Coding
- Medical Records Administration
- Medical Transcription
- Triage Support

Operations & Support

- Data Analysis
- Quality Assurance
- Treasury & Risk Management
- Vendor Management

Security & Compliance

- Compliance Monitoring
- Regulatory Reporting

Procurement & Supply Chain

- Catalog/SKU Administration
- Ecommerce Operations
- Inventory Management
- Logistics Management
- Order Processing
- Returns Management
- Shipping Coordination

Real Estate

- Sales and Leasing
- Property Management

Research & Development

- Project Coordination
- Project Management

Sales and Growth

- Lead Generation
- Marketplace Administration
- Pricing
- Reporting and Analytics
- Sales Support

Technical Support

- IT Support
- Helpdesk Support

Other Specialized Functions

MicroSourcing delivers talent across a wide range of roles, seniority levels, and industries. Backed by recruitment expertise and data-driven talent insights, we partner with clients to design role profiles aligned to performance, scale, and long-term success.

8,000+

Job profiles across varying levels of seniority and industries

Talent for Every Need

MicroSourcing sources talent from early-career professionals through to specialist, managerial and executive roles across SMEs, mid-market and enterprise businesses.



200,000+

job-ready candidates screened

36,000+

new applications monthly

100+

expert recruiters

71%

of total roles filled are complex and niche job profiles

40+

university & talent partnerships

✓ Early-Career & Support Professionals

✓ Team Lead & Supervisors

✓ Directors & Heads of Department

✓ Specialists and Analysts

✓ Managers & Senior Managers

✓ C-Suite & Executive Leadership

Download our guide, [The Global Advantage: Onshore vs. Offshore Roles & Salaries](#), to see the salary comparisons across a wide range of roles and the potential annual savings on employment costs businesses can unlock.



Contact us