



Background Specialist Job Description

Description

AccuSource is a leading background and employment-screening firm, actively seeking a highly motivated Background Specialist who wants to join a dynamic growing company. Our rapid growth requires us to hire a highly talented person who possess' the unique ability to be cross trained in all aspects of the background screening process.

A position is currently available for a results-oriented individual who will focus directly on processing background checks to our business clients. This person will contribute to all phases of running background checks, including but not limited to: telephonic research and interviews, Internet researches, data entry and processing. We are looking for an aggressive, motivated, individual to learn all aspects of running background checks. This person must possess strong computer knowledge and have an eye for details. Must be able to interact with company executives and other team members.

Key Responsibilities

- Familiarize yourself with all of AccuSource's product offerings.
- Form internal relationships within AccuSource to become confident in processing background checks.
- Develop relationships with clients to provide outstanding customer service.
- Develop and maintain close relations with client in order to fulfill client's needs more effectively.
- Learn online ordering system.
- Become savvy in Internet researches at all levels of the investigative process.
- Assist with special projects as necessary.

Qualifications/Requirements

- Excellent customer services experience.
- Internet savvy.
- Excellent attention to detail.
- Able to multi-task.
- Ability to work under pressure and met deadlines.
- Ability to work both independently and as a team player.
- Excellent written and verbal skills.
- Computer proficiency.

Benefits

Medical, Dental, Vision, Simple IRA, paid holidays, and sick days.