

Career Opportunity with Employment Screening Resources (ESR): Verification Specialist

Do you relate well to a wide variety of people, always display a positive attitude, and are committed to excellence? Do you also like talking on the phone and entering data into the computer?

If your answer is "YES!" then apply to join our [ESR team](#) today as a Verification Specialist. This is a dynamic position where you will learn the entire suite of our verification products and background screening services. When you verify employment, education and credential history it allows our clients to make informed hiring decisions.

In this role you will:

- Demonstrate strong communication skills and the ability to multi-task in our fast-paced environment.
- Leverage your accountability and attention to detail as well as your strong research skills to solve problems in a professional manner
- Apply your high degree of accuracy to verify employment, education, and credential/license requests from our clients, and enter responses into our web-based proprietary software system.
- Assure that all information is properly sourced and processed accurately in a timely manner.

Essential Duties and Responsibilities

- Handle high volume of incoming verifications requests
- Make frequent outgoing phone calls
- Determine appropriate verification sources
- Accurately record information in our proprietary software
- Communicate effectively via telephone, email, and fax
- Effective use of the internet, MS Word, Excel, Outlook and other software
- Retrieve additional information as needed
- Able to work on computer for 90% of the work day
- Maintain a positive attitude even when a call does not result in a successful outcome
- Collaboratively work with other team members

Qualifications

- High School Diploma or equivalent
- Experience in making outgoing phone calls
- Microsoft Outlook, Word, and Excel – intermediate experience required, advanced experience a plus
- Use of the Internet including use of multiple browsers and search engines – advanced experience required
- Excellent written and verbal communication skills
- Multi-tasking in a fast-paced environment
- Sense of urgency and high attention to detail
- Well organized, able to prioritize, and efficiently work under high volume conditions
- Must be able to pass a background check
- Typing – minimum 40 wpm
- Spanish speaking is not required but is a plus

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Compensation: \$16 - \$17 per hour, with prior verification screening experience \$18. We offer 8 paid holidays each year and paid time off, and a benefits package including 100% paid medical, dental, vision and life insurance benefits within 30 days of employment.

Employment type: Full-time

We make it simple to apply -

- Email your resume to careers@esrcheck.com.
- Include **Verification Specialist Candidate** in the subject line.
- Your resume should include your phone number and email address.
- A cover letter is not required, however, we will read it if you include one.

Website: www.esrcheck.com