

## **Processor Background Specialist**

**Job Title:** Processor Background Specialist  
**Department:** Operations  
**Supervisor:** Director of Operations

Processor Background Specialists are responsible for processing, entering and updating background screening reports. They are also responsible for gathering necessary releases and documents from clients and consumers. Successful candidates are organized with excellent attention to detail and multitasking capabilities.

### **Key Responsibilities:**

- Enter and/or process reports.
- Filter through information for accuracy.
- Assign files and dispatch searches as needed.
- Gather necessary releases from clients or consumers
- Perform searches on ancillary products.
- Provide general customer service to clients and consumers.
- Update and reprocess reports/files as requested by clients.

### **Qualifications/Requirements**

- Excellent attention to detail.
- Able to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work both independently and as a team player.
- Excellent written and verbal skills.
- Computer proficiency.