

Verification Specialist

Job Title: Verification Specialist
Department: Operations
Supervisor: Director of Operations

Verification Specialists at AccuSource are responsible for verifying candidate education and employment information. They are responsible for building and maintaining positive relationships with employers, educational institutions and third-party vendors to ensure verification accuracy and ease. Successful candidates are meticulous, analytical and solution-driven with excellent interpersonal skills. They also enjoy working with other team members to ensure both client and organizational objectives are met.

Key Responsibilities

- Conduct high-volume, outbound calls and process incoming verification orders (i.e. employment, education, professional references) with accuracy
- Perform data entry, filing, mailing, and other clerical/administrative tasks as necessary
- Make phone calls to verify applicant employment/education/references
- Perform internet research for verifications of employment and education
- Enter data into applicant profiles/orders
- Perform other duties as assigned

Qualifications/Requirements

- Must be able to handle a high volume of incoming/outgoing calls
- Must be highly detail-oriented with a strong capability to multi-task
- Must be proficient in Microsoft Word and Internet research
- Must have good typing, written and verbal skills
- Must have good communication/phone skills
- Possess strong analytical skills.
- Positive, cooperative work attitude and team player