



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

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.

Benefits:

- Work with a great team of likeminded thinkers who are driven to deliver for our customers
- Medical and dental
- 401(k) Plan
- Paid holidays and paid time off (PTO)