



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

**Key Responsibilities:**

- The verification specialist will conduct high volume outbound calls and process incoming verification orders (i.e. employment, education, professional references) with accuracy, perform data entry, filing, mailing, etc.
- Make phone calls to verify applicant's employment/education/reference.
- 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 and 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.
- Strong analytical skills.
- Positive, cooperative work attitude and team player

**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)