



**Job Title:** Processor Background Specialist  
**Department:** Operations  
**Supervisor:** Operations Manager  
**Location:** Remote Position

**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, vision, dental and life insurance – company contributed
- 401(k) Plan
- Paid holidays and paid time off (PTO)