



Verification Specialist Entry Level

Are you curious about investigative work? Do you enjoy talking to people? Want to work in a team-based atmosphere that values diversity and inclusion?

Commercial Investigations is looking for loyal, enthusiastic, client-focused people to join our Verification Specialist team. We are a private investigative agency licensed by the State of New York and are rapidly growing in our 21st year.

Requirements:

- ▲ High School Diploma or GED
- ▲ Trustworthy, personable individual with good computer and telephone skills
- ▲ Ability to work under minimal supervision
- ▲ The Right Attitude

We will train the right person for this role!

Summary: This person conducts a variety of background verifications by contacting schools, businesses, individuals, and other entities to verify employment and academic information. This position is responsible for a variety of pre-employment verifications by phone, fax, and websites. This person will precisely enter obtained information into our software and ensure that the utmost quality is upheld.

Benefits: Commercial Investigations believes in supporting our employees. In addition to the benefits listed out below, we believe creating a strong company culture is important to growth. Our team is built on cohesiveness and made up of specialists that anyone can go to for an answer.

We love giving back in our local communities, and donate to multiple charities throughout the year. We want to add meaning to our work, which is why we also require our employees to expand on their skills not related to the job. We believe a more well-rounded person creates a happier employee. See our benefits below:

- ▲ Work Hours: Monday to Friday, 9 am – 5 pm
- ▲ Open concept, modern office space
- ▲ Paid Holidays
- ▲ Paid Time Off
- ▲ Paid Sick Time
- ▲ 401K
- ▲ Health Insurance
- ▲ Dental Insurance
- ▲ Vision Insurance
- ▲ Disability Insurance
- ▲ Life Insurance
- ▲ Coverage for domestic partners, spouses, and children
- ▲ \$16 per hour starting wage with promotions starting as early as 6 months

Essential Duties and Specific Responsibilities:

- ▲ Call entities for subject employment, educational, and reference verification
- ▲ Accurately enter verified information into our background screening software
- ▲ Follow policies and procedures including investigative protocols and guidance tools
- ▲ Handle incoming calls from clients, entities, and/or subjects
- ▲ Conduct online searches for entities information, and other database searches
- ▲ Internal department tasks and projects as assigned
- ▲ Work to improve productions and increase the quality of the work directed
- ▲ Help the Company to maximize revenues, minimize costs and prevent fraud, waste, abuse, and mismanagement of our products and vendors

Qualifications and Skills

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge and skills required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

- ▲ Detail-oriented
- ▲ Understand business/academic organizational structures
- ▲ Ability to locate the correct source within organizations to obtain information
- ▲ Courteous and professional phone skills
- ▲ Must be able to work independently and multi-task
- ▲ Proficient using Internet search engines to discover and qualify missing or incomplete verification information
- ▲ PC – Basic Skills

As a condition of employment, all employees are subject to, and must pass, a criminal background investigation for private investigative license by the NYS Department of State pursuant to Article 7 of the General Business Law.

Appearance/Personality/ Work Style: Professional with integrity and sound character will possess excellent communication, observation, and time management skills. Upbeat, energetic, takes initiative, dependable, takes pride in work, able to handle stress, and have self-control, detail oriented, social, critical thinker, organized, and ability to accept responsibility.

Commercial Investigations LLC, a private investigative company licensed by the State of New York, is growing rapidly in our eighteenth year. Conducting background investigations is our job, but protecting people is our passion. We help our clients put the right people in the right positions, protecting clients, their colleagues, and vulnerable populations. We do this by following core values:

- ▲ Do the right thing, always.
- ▲ Uncompromising client service.
- ▲ Practice fanatical attention to consistency and details.
- ▲ Build respectful, open, honest, and integrity filled relationships.
- ▲ Have pride in our work by being accountable, helpful, compassionate, and fair.

If you feel you would fit into this team-based atmosphere, and believe in what we do, then join us!

Commercial Investigations LLC has established and adopted an Equal Employment Opportunity Policy (“EEO”), not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, creed religion, genetic information, marital status, pregnancy or maternity, sexual orientation, veteran status, or any other status protected by applicable national, federal, state, or local law.