

Employment Screening Administrator

We are a leading provider of employment background screening services for companies based in the UK and globally. Based in Hertfordshire we require a full time Screener to join our team and learn all aspects of the screening department responsible for completing candidate screening files. This will be an excellent and very rewarding opportunity to join a diverse and vibrant team.

We are looking for someone with at least 12 months office-based experience with excellent customer service and analytical skills.

- Salary Range: £18,000 - £20,000
- Full Time
- Location: Harpenden, Hertfordshire

Tasks and responsibilities will be:

- Follow all department procedures
- Ensure all employment screening functions are executed daily
- Processing Employment Checks including Criminal checks, Credit checks
- Running Client Reports
- Candidate Support via telephone and email
- Great communication skills with both clients and candidates
- Handling and managing confidential documents and files
- Analysis and interrogate data supplied
- Quality Control

Essential requirements:

- Fluent in spoken and written English
- You will be computer literate, a knowledge of Word and Excel will be an advantage
- The ability to deal with people of all levels in a confident and professional manner
- Excellent written and verbal communication skills
- Excellent organisational skills and good attention to detail
- Approachable, Hard Working, Credible, Flexible
- Honesty, integrity and discretion are an absolute must.
- Outgoing and bubbly personality
- Goal orientated and influential
- Team Player

Why apply for this position?

- Fun and vibrant office environment
- Rapidly expanding company
- Quarterly Bonus Scheme
- Pension Scheme (Auto Enrolment)
- Competitive salary
- Good location with easy access to London
- Strong team ethic
- Career progression
- 2 days flexitime per month
- Free Car Parking