



**Job Title:** Order Processing Specialist  
**FLSA Status:** Non-Exempt  
**Reports to:** Lead Specialist  
**Location:** Remote  
**Revision Date:** 03/07/2023

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#### **JOB SUMMARY:**

The Order Processing Specialist is responsible for receiving, analyzing, and transmitting client orders for background screening to the next processing stage.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following (other duties may be assigned):

- Review orders submitted by clients to ensure accurate ordering of services.
- Review and interpret incoming search results from a variety of sources and in various formats to determine whether the information is reportable.
- Order searches and services on backgrounds in accordance with client instructions and corporate protocols.
- Perform additional administrative duties as assigned.
- Participate in any required seminars, classes, and/or courses that are relevant to the position including, but not limited to, FCRA Basic Certification.
- Must learn and develop company product knowledge to become a subject matter expert (SME)
- Must be organized and adept at time management; ability to juggle a variety of tasks and deadlines
- Other duties as assigned

#### **EDUCATION/EXPERIENCE:**

##### **Education:**

- Minimum: High School Diploma/GED
- Preferred: AA degree or above

##### **Experience:**

- Minimum: One (1) year of data entry and/or related experience.
- Preferred: Two (2) or more years of data entry and/or related experience.
- Background and drug screening experience preferred.

#### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required for this position:

- Detail oriented.
- Exceptional written and oral communication skills.
- Must be a team player.
- Must have strong interpersonal relations skills.



- Must always exemplify professionalism and business etiquette.
- Proficiency in Microsoft Office Suite applications.
- Proficiency in the use of the Internet and Web browsing.

**WORK HOURS:**

Monday – Friday 8:30 – 5:00 or 12:00 pm – 8:30 pm

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at a time.

**EQUAL EMPLOYMENT OPPORTUNITY:**

AccuSourceHR, Inc provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, gender identity, sexual orientation, status as a Vietnam-era, special disabled veteran or other veteran, or any other status or characteristic protected by applicable federal, state and/or local laws.

**AT WILL EMPLOYMENT:**

AccuSourceHR, Inc is an “At Will” employer and nothing within the job posting or description should be construed as an offer or guarantee of employment.

AccuSourceHR, Inc reserves the right to modify, interpret or apply the job description in any way the company desires and the job description is not a contract for employment.

Any offer of employment is conditional upon the successful completion of a background investigation and drug screen.