

Background Screening Administrator

LOCATION: Hull (Burstwick)

SALARY: £17,374

REF: ARM 1705

Agenda Screening Services are the UK's longest established independent background screening organisation. We carry out background screening for over 400 businesses, both here in the UK and globally.

We are looking for people with a great attention to detail and excellent communication skills to join our rapidly expanding team of Background Screeners.

The ideal candidate is someone who will be approachable and willing to support our clients and candidates to efficiently process screenings.

Basic Requirements:

- At least 5 GCSE's (or equivalent) including English and Maths at grades A-C
- Proven communication skills with a confident telephone manner
- High attention to detail and the ability to concentrate within our fast-paced environment.
- Ability to follow processes with a high degree of accuracy
- Clear and concise e-mail correspondence
- The ability to work in a fast-paced environment whilst managing and prioritising your own workload.
- Good use of Microsoft Office tools such as Word, Excel and Outlook

Duties and Responsibilities:

- Checking and validating documents
- Conducting finance and criminal record checks
- Confirming employment history, processing references
- Researching details using the internet and 3rd parties
- Inbound and outbound calls to / from candidates / references / clients
- Ensuring candidate / client records are up to date
- Work within the wider team but able to use own initiative
- Able to follow instructions from Supervisors and Managers to complete set work-load accurately.

What you can expect from us:

- Ongoing commitment and support towards personal development, regular personal reviews, structured career path and personal funding set aside for training in an annual training bank account.
- Following successful completion of your probation your salary will increase to £18,308.00
- Significant benefits through Agenda's participation in the 'Great Place to Work Scheme', including an additional holiday day for your birthday, remuneration review and salary grade increase upon completion of your probation, free tea/coffee and free parking.
- Regular company social events, dress down days and charity fundraising activities for Agenda's chosen annual charity.
- Monthly employee awards in recognition of commitment to our values, and the opportunity to have your thoughts heard through forums/suggestions which are subsequently reviewed and discussed by senior management.
- Core office hours

Agenda only recruits people with integrity who are honest and trustworthy and who have a great work ethic. To enable us to hire the very best people we will conduct a full and comprehensive background and pre-employment screening as an essential part of the recruitment process.