

Job Title:	Credit Investigator/Processor	Job Category:	Internal, Customer Service Department
HR Contact:	Delia Zuniga		
Will Train Applicant(s):	Yes	Trained by	Management/Staff
JOB DESCRIPTION			
<p>ROLE AND RESPONSIBILITIES</p> <p>A credit investigator/processor will work closely with our customers.</p> <ul style="list-style-type: none"> • Responsible for handling our customer's requests and questions involving a credit report • Responsible for the verification of information on a consumer's credit report • Responsible for the accuracy of said verifications • Knowledge of our Products and Services (after initial training) <p>QUALIFICATIONS</p> <p>Dependable and trustworthy Ability to handle multiple tasks Possess excellent phone etiquette and customer service skills Must have a strong attention to detail and a positive attitude. Accuracy in verbal and written forms Willingness to assist our customers Previous customer service experience</p> <p>SKILLS REQUIRED</p> <p>Basic knowledge of MS Office products: Word and Excel; Ability to type on a keyboard</p> <p>EDUCATION</p> <p>High School graduate preferred or its equivalent</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	