Background Screening Analyst
Language Speaker: English and Romanian/Norwegian/Swedish/Portuguese/French/German/Czech/Dutch
Location: Tallinn
Full Time

Your Role
As a Background Screening Analyst, you will be responsible for verifying educational, employment, credit and criminal background of candidates hired by our clients. This will include making telephone calls, emailing and using our systems to verify standard education and employment details as well as conducting credit, criminal and database checks in order to prepare reports for our client. This is not a Customer Service role, as the Background Screening Analysts verify the information using variety of tools and sources, additionally making phone calls and writing emails. The daily duties of the Background Screen Analyst also entail research, analysis and working with various data. In your role, you will learn the intricacies of the background screening processes, the systems and tools that we use.

HireRight offers many opportunities for career progression, with a variety of internal roles and senior positions throughout the business available for internal applicants.

Required Skills
In order to succeed as a Background Speaking Analyst, you will need:
- To be fluent in English and one or more of the following languages: Romanian, Norwegian, Swedish, Portuguese, French, German, Czech or Dutch.
- We offer a Sign-on Bonus and Relocation Bonus for Czech language
- Excellent organizational skills and attention to detail
- A working knowledge of Microsoft Office
- Self-motivation and be keen to learn
- Prior experience is not required

We Offer
HireRight offers its employees a competitive salary, permanent contract and a comprehensive package of benefits. From day one you will receive a training plan to get you on board quickly. Additionally, we offer:

- Benefit Allowance
- Visual Compensation
- Dental Compensation
- Massage Compensation
- Paid sick leave (up to 8 days)
- Bonus Plans
- Professional Training
- Career Path & Opportunities to Grow
- Friendly Atmosphere
- Free Coffee, Tea

About Us
HireRight is the world’s first truly global background screening company, allowing employers to quickly and confidently screen their full candidate pool and mitigate the risk that comes with bringing on new talent. Headquartered in Irvine, California (USA), with offices in 16 locations, we work with some of the biggest companies in the world and have over 40,000 clients. Together we help over 12 million candidates get hired each year.

View all our current vacancies visit: www.hireright.com/emea/careers
Please Apply

You can also contact the Recruiter directly – Magdalena Chojecka

magdalena.chojecka@hireright.com

HireRight is an Equal Opportunity Employer