



*Full Service Pre-Employment
Screening, Testing & Verification*

Fort Washington - PA

Client Services Representative

The Client Services Representative is primarily responsible for applicant processing, which involves conducting drug screening and applicant background research.

General Qualifications

1. Knowledge of basic business terminology and office procedures.
2. Detail oriented with a high energy level.
3. Above average people skills.
4. General knowledge of computers, word processing and spreadsheets
5. Experience with Windows 98 or higher.
6. Knowledge of proper phone etiquette.
7. High tolerance for working with the general public in a retail environment.
8. Enjoy working in a team environment.
9. Bi-lingual in Spanish is preferred.