



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

Fort Washington, PA

Service Center Team Leader

The Service Center Team Leader is responsible for the operations of the facility, the conduct and appearance of the employees and is accountable for the accuracy, completeness and overall quality of all reports released to clients.

General Qualifications

1. Experience managing a small group of people.
2. Knowledge of basic business terminology and office procedures.
3. Basic knowledge of drug screening protocol.
4. General knowledge of computers, word processing and Microsoft Office applications.
5. Above average people skills.
6. Enjoy working in a team environment.
7. Extremely detail oriented with high energy level.
8. High tolerance for working with the general public in a retail environment.
9. Experience with and basic knowledge of human resource practices.
10. Knowledge of proper phone etiquette.
11. Bi-lingual in Spanish is preferred