

VERANOVA provides Legal Support Services to institutional and law firm clients. We are looking for a resourceful and dedicated Verification Specialist to join our Legal Support Services team in Montreal responsible for locating persons and/or material assets using research skills and available company tools and systems.

Job Description:

- Use various web-based tracing sites and tools.
- Analyze information from multiple sources in an effort to gather and confirm information.
- Make outbound and receive inbound calls, order to clarify and gather information.
- Consistently and accurately document all information pertaining to accounts.
- Performs other duties as assigned.

Successful candidates will possess strong research and investigative skills, coupled with innate curiosity, and the ability to work independently.

Requirements:

- Must be fully bilingual (English/French) - oral and written communication skills.
- Exhibit strong work ethic, team work skills, adaptability and accountability with attention to detail.
- Proficient in Microsoft Word, Excel, Outlook etc.
- Effective problem solving skills supported by functional negotiation skills.
- Attention to detail and accuracy with excellent organization and follow up skills.
- Adaptable, ability to multi-task in a fast paced environment.

Qualifications:

- High School Diploma, College Diploma or higher.

Experience:

- Call centre and/or collection experience / legal experience would be considered an asset.

VERANOVA offers a great working environment, competitive wages, benefits, bonuses and training and advancement opportunities.

Please email resume and cover letter to aderksen@veranova.ca. No calls will be returned.