



Analyst – Remote

Title: Analyst
Practice Area: Pre-Employment / Background Check Services
Reports to: Manager
Location: Remote
FLSA: Exempt

ABOUT VOYINT

Voyint, LLC (“Voyint”), based out of Northern Virginia, provides background check and investigative research and analysis services that support Industry and Government organizations. Our capabilities combine technology and subject matter expertise when conducting due diligence on an individual or business. Our ability to leverage the latest tools and databases, paired with intelligence tradecraft – Open Source Intelligence (OSINT), Social Media Intelligence, Deep Web Research – allows us to provide a comprehensive service that is thorough, timely, and cost-effective. Voyint is proud to be a Minority-owned Business Enterprise (MBE) and a Service-Disabled Veteran-Owned Small Business (SDVOSB).

POSITION SUMMARY

Analysts in the Pre-Employment / Background Check Services will conduct new hire, mid-level, and executive-level pre-employment background checks from start-to-finish. These services are governed by the Fair Credit Reporting Act (FCRA). Findings will be collected, analyzed and compiled into a written report, which will enable clients to assess the legitimacy, general background, and overall reputation of a given subject or entity. Occasionally, Analysts may also provide investigative research and analysis work supporting other compliance requirements, to include Anti-Money Laundering (AML) due diligence, Anti-bribery and Corruption due diligence, Fraud investigations, or other investigative requirements that are non-employment related. When not conducting client work, Analysts contribute to the improvement of operational standards, procedures, and policies. While education and experience requirements are important to this position, your skillset and willingness to adapt and learn is much more important.

ESSENTIAL JOB FUNCTIONS

Analysts are generally responsible for:

- Conduct public records research into U.S. and International individuals utilizing database tools, such as Lexis Nexis, Thompson Reuters, TransUnion, and Experian.
- Conduct open source research utilizing collection methods and investigative tradecraft, to include social media searches.
- Research and analyze data collection results to determine information that is pertinent and remove false positives, inaccuracies, and/or non-relevant data.



- Quickly summarize information from multiple sources into concise, analytical assessments.
- Prioritize and manage multiple projects and assignments, while meeting strict deadlines.
- Identify areas within the background check and investigations process that can be enhanced or updated to meet competitive growth.
- Maintain accountability and set standards to ensure that services and reports meet a high level of quality.
- Assist team members with quality reviews prior to completing reports and submitting them to clients.

COMPETENCIES

- Strong writing skills for reporting;
- Attention to detail;
- Critical thinking when reviewing data results;
- Investigative curiosity to uncover information;
- Team player with good communication;
- Readiness to learn

EDUCATION & EXPERIENCE REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Candidates will have previous work experience (including internships), particularly in a research or analysis capacity.
- Bachelor of Science or Bachelor of Arts from an accredited University or College. A degree in a related field is a plus, but not required.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Proficient in Microsoft Office suite, including Word, Excel, and PowerPoint.

PHYSICAL & SAFETY EXPECTATIONS

When physical requirements are not essential job functions, reasonable accommodations may be made for individuals with disabilities.

- *Prolonged periods of sitting at a desk and working on a computer.*
- Must be able to lift up to 5 pounds at times.
- Ability to see, hear and speak continuously at a level to meet all essential functions of the job.
- Physical work is of light demand.
- Work is of high attention and mental demands including the ability to prioritize and process with accuracy.

Voyint provides equal employment opportunities to all employees and applicants