



RESEARCH INVESTIGATOR

Integra Investigation Services Ltd. is currently seeking a Research / General / Private Investigator.

JOB DESCRIPTION

As a member of Integra Investigation Services Ltd., you would be expected to conduct discreet inquiries for a diverse client base including clients from the legal profession, corporate world and insurance companies.

You must possess excellent observational, organizational and communication skills coupled with strong analytical skills, curiosity, patience, perseverance, integrity, honesty, skepticism and self-confidence. Computer skills, working knowledge of the law and the ability to work both independently and as a team member, should round out your abilities.

As a researcher, your position would include investigations that are as diverse as the client base we service. The position requires that an individual be organized, logical and adapt to a variety of situations with little or no notice. In this position, it is anticipated that you will be conducting research utilizing various databases (including corporate research, liens and bankruptcy searches, etc.), completing pretences and analyzing the results to further the investigation.

For each file, you will be required to conduct an investigation in a timely manner, maintain accurate contemporaneous notes and evidence, file computerized macro reports, maintain detailed file dockets and budget (including time and expenses), provide updates and compose client reports.

In addition to office research, you may be asked to serve legal process, obtain identifying photographs, assist with surveillance or field investigations, make purchases of products, interview and obtain statements, take measurements and photographs of accident scenes / crime scenes, etc.

integrity

confidentiality

professionalism

experience

SKILLS REQUIRED

- Successful applicants must have a private investigation license
- A working understanding of data base mining across government and private databases
- Competence in social media platforms
- Ability to work in a strictly confidential environment
- Excellent organizational skills

- Excellent verbal and written English communication skills
- Strong analytical skills

COMPETENCIES REQUIRED

Our new team member will possess the following qualities:

- Patience
- Perseverance
- Integrity
- Honesty
- Self-confidence
- Independent worker who recognizes the value of team work
- Working knowledge of the law
- Computer skills (40wpm+, Microsoft Office, various Internet search tools)
- Strong interpersonal skills
- Interviewing skills are an asset

In this role you would be expected to conduct discreet inquiries for a diverse client base including; legal, corporate and insurance professionals. The position requires an individual who is organized, logical and can adapt to a variety of situations with little or no notice in a fast paced environment. The candidate must present professionally as the role will become client facing.

Integra Investigation Services Ltd. has been in the private investigation business since 1989. The position will be primarily “in office” at our 240 Galaxy Blvd. location in the west end of Toronto. Training will be offered to the selected candidate.

Position available: Immediately
 Compensation: \$37,000 to \$52,000 ++
 Benefits: Health Benefits after completion of a probationary period, travel expenses paid, private office, great learning environment, team environment, opportunity for position and financial advancement

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APPLY TODAY

All qualified candidates, please email your cover letter and resume to Melissa Playford at mplayford@integrapi.com. Please cite “Research Investigator” in the subject line.

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