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# Example of Commercial Banking Manager Job Description

Our innovative and growing company is hiring for a commercial banking manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commercial banking manager

* Translate procedures from prose to steps, numbered lists, and if-then tables as appropriate
* Identify related procedures/supporting documentation and their appropriate audience for each procedure, and add links in the body of the procedures as needed
* Identify keywords to enhance search results
* Analyze drafts for overall flow and logical progression of tasks
* Conduct time-sensitive quality-assurance peer reviews
* Identify gaps and pose questions to the reviewers (team leads, supervisors, process owners)
* Incorporate reviewers' edits and replies, and finalize documents for publication
* Train business SME(s) and process owners on project workflow, including procedure review/approval process
* Direct infrastructure leads on the development and maintenance of project SharePoint sites
* Direct infrastructure leads on the development of initial library structure using defined publishing application

## Qualifications for commercial banking manager

* At least 8 years formal project management experience leading projects and teams varying in size, risk, scope and complexity is required, including knowledge and expertise in the use of project management methodology and tools
* Must have commercial loan experience
* High school diploma or GED and 8 years experience in Commercial banking sales or relationship management will also qualify
* Degree in related field or equivalent experience
* Minimum of 10 years project delivery experience (project management, change management, AML/KYC Compliance)
* Extensive data analytics and data management experience