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# Example of Commercial Cards Job Description

Our growing company is searching for experienced candidates for the position of commercial cards. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for commercial cards

* Support all processes review to ensure compliance to all regulatory and audit requirements
* Full managerial responsibility of a portfolio of German top SME clients with clear focus on portfolio growth and long-term account retention strategy
* Consistently seek out new sources for expansion opportunities self-generated, client referrals, subsidiaries or sister companies
* Understanding client’s opportunities, threats and risks to maintain and grow relationship
* Providing customer training on routine processes (by phone or in person)
* Responding to inquiries from customers (via email and phone and fax)
* Troubleshooting customer issues such as card delivery, transaction declines, system issues and general inquiries for CentreSuite, VISA Payables Automation and VISA Intellilink Compliance Auditor
* Researching/analyzing and resolving client inquiries pertaining to reconciliation issues and payment posting issues
* Performing account monitoring activities, analysis and monetary transactions
* Managing daily, weekly and monthly reporting activities

## Qualifications for commercial cards

* CICSH
* Proven experience in achieving sales targets in previous roles demonstrating excellent solution selling skills
* Extensive knowledge in sales process (long and short), ability to travel, to work on own initiative, be creative and make decisions with minimum supervision when on the field
* Can-do attitude to provide necessary client support while maintaining strategic thought leadership within the company
* Must have experience in payments
* Must have understanding/working knowledge of the payment processes from a consumer, public sector, and/or corporate perspective