Downloaded from <https://www.velvetjobs.com/job-descriptions/credit-administrator>

# Example of Credit Administrator Job Description

Our company is searching for experienced candidates for the position of credit administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for credit administrator

* Conducts research to ensure that USCCU provides value-added products and services to the local community
* Serves as the credit union’s external ambassador to community leaders, including political, educational, non-profit, community development, professional and faith-based leaders
* Drafts community-centric informational, marketing and educational materials
* Develops and delivers financial literacy and other educational programs
* Coordinates activities of volunteer and support groups
* Obtain credit ratings on dealers, give credit ratings based on reviewed information, review existing credit ratings for any changes needed
* Provide customer service to ensure customers (dealers, suppliers, Sales personnel, ) have all necessary current information
* Document all collection and A/R inquiry activities
* Build strong business relationships with internal & external customers
* Identify opportunities for business efficiencies within the AR function

## Qualifications for credit administrator

* Proficiency in Moody’s Risk Analyst, Argus or comparable spreading software a plus
* Effectively leverages strong written and verbal communication skills to clearly convey complex results and concepts
* Problem solving skills with the ability to offer unique perspectives or solutions
* Detail oriented individual delivering timely, error-free work, with a high degree of independence
* Demonstrated ability to skillfully multi-task in a fast-paced environment while meeting production goals and requested deadlines
* Ability to contribute actively in team environment and support team goals through motivating others to consider unique perspectives and approaches to work