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# Example of Credit Support Specialist Job Description

Our company is growing rapidly and is looking to fill the role of credit support specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for credit support specialist

* Take a ‘can-do’ approach to enhance relationships
* Enters data into workflow/data management systems in support of underwriting, asset management and portfolio management activities
* Retrieves loan and deposit information from systems of record (e.g., ACBS, Touchpoint, Credit Path/The Hub)
* Coordinates with more senior level UW Support Specialist in obtaining and scans all required financial reporting and covenant compliance information from customers
* Obtains and distributes market information from third party data sources
* Responds to customer service inquiries on loans and investigations
* Provides general administrative support to team, as needed
* Completes file audits
* Performs ongoing research into a variety of product related areas, including competitor products and pricing and customer patterns and trends
* Identifies target markets and key customer and Company benefits

## Qualifications for credit support specialist

* Minimum 1 year as Account or Credit Specialist in Credit Contact Center or
* Banking or credit card servicing experience preferred
* General experience with related credit systems such as ARC, Client Central, eClips, iCRD
* Excellent knowledge of financial markets with emphasis on Credit Derivatives Swaps, CDX Options, Index Tranches, Index, TRS and credit default management knowledge advantageous
* A spirit of continuous improvement is essential
* High school diploma or military experience