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# Example of Credit Support Job Description

Our company is hiring for a credit support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for credit support

* Manage phone calls received on the credit card support phone line
* Liaison with IHS colleagues regarding the credit card programs
* Coordination of card member enrollment, termination and changes
* Support card holders on training, issue resolution, queries
* Conduct card member training/provide communication to colleagues
* Maintain card member records including account number, spending limits, manager hierarchy, and card expiration dates
* Coordinate card member enrollment, including set-ups, adds, changes, and terminations
* Analyzing and printing bank statements
* Input accounting data into SAP with speed and accuracy
* Coding and posting bank statements from Europe and the United Kingdom

## Qualifications for credit support

* 5-8 years of basic experience in handling Accounting Activities
* Experience in operating MS Office environment is MUST
* Assisting and supporting Credit UK Sales Persons
* It will involve working in a fast paced and demanding environment
* Internship experience in financial institutions front offices
* Very strong documentation and presentation skills