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# Example of Loan Assistant Job Description

Our company is growing rapidly and is looking for a loan assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan assistant

* Liaise with the Application team for client extensions and if clients change solicitor
* Liaise with Credit Controller when client repayments are expected to arrive
* Confidently answer phones and taking messages for the team
* Take responsibility to identify and implement system improvements
* Processing and shipping incoming and outgoing books within the Orbis Cascade Alliance
* Troubleshooting and contacting libraries to deal with problems as needed
* Processing and shipping interlibrary lending materials
* Searching standard print and online sources to verify bibliographic information
* Using ILL management databases to order and process borrowing and document delivery requests
* Answering questions from library users

## Qualifications for loan assistant

* Effective time and resource management
* The right candidates should have strong computer skills, along with excellent typing and 10 key skills
* The ability to follow direction and have a high attention to detail
* Assisting with departmental projects in Special Collections and Archives during summer and school breaks, including collection and book shifting, weeding, filing, shelving, and storage area cleaning
* Instructing users in the use of library systems and equipment
* Providing general information on the use of library facilities and services