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# Example of Service Commercial Job Description

Our company is looking for a service commercial. 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 service commercial

* Provides proactive service and support to assigned PROs and to overall Team as a unit to meet servicing objectives
* Maintains the highest level of internal and external client service to meet Bank standards
* Researches and resolves customer problems and initiates corrective action to efficiently ensure complete satisfaction
* Follows up as needed to ensure that customer needs are met
* Makes process recommendations to improve the operational and servicing functions
* Accesses various bank systems to obtain information necessary to complete various tasks
* Completes various forms, correspondence, memos and reports using computer applications
* May write to both external and internal customers
* Establishes new accounts and customer files, coordinates receipt of proper documentation
* Follows up with PROs, Portfolio Management Officers (PMOs) and customers for missing items

## Qualifications for service commercial

* The ability to work within a team environment focused on the achievement of both individual and team goals
* An innovative approach to your daily work and problem solving
* An enthusiastic and flexible approach that includes the ability to self-motivate
* Ability to resolve complex customer queries
* Previous insurance experience is an advantage
* Minimum 1 - 2 years experience installing and inspecting/repairing SG or comparable product line