



Example of Commercial Operations Specialist Job Description

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Our company is looking to fill the role of commercial operations specialist. 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 commercial operations specialist

- Regularly engage with core BAU teams to provide insight into broad scale projects/initiatives
- Provide information as requested to Business Management, Credit Analytics
- Assist with any administrative tasks associated with Loan and Agency processes
- Maintain central repository to provide tracking of open technology issues
- Process transactions for sensitive and/or complex customer relationships on syndicated loans (both JPM agented and Non-Agented deals) using the Loan IQ loan system
- Process transactions for sensitive and/or complex customer relationships using the ACBS loan system
- Calculate covenants
- Work on deal origination
- Perform the End of Day processing/settlement of DDA transaction for the ACBS loan system
- Analyze, research, and correct reconciling differences between the loan systems, the General Ledger (SAP) and various data warehouses requiring knowledge and experience regarding the system interfaces involved

Qualifications for commercial operations specialist

- Must have experience reading and interpreting loan documentation or related experience dealing with legal documentation
- Must be highly organized with ability to manage a variety of tasks
- Working knowledge of bank's computer systems
- Four-year degree in business-related field or equivalent work experience
- Experience with CT Lien Solutions, nCino and SharePoint a plus