



Example of Commercial Operations Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Generate and distribute various daily, weekly or monthly recon reports
- Provide direction to Loan Operations staff on transaction processing or adjustments to correct errors, outages
- Process loan fees and work with various business partners to ensure appropriate booking of fees
- Perform Treasury related functions including but not limited to COF and break-funding's
- Develop and monitor Risk Control Self Assessments (RCSAs) – Make recommendations as to what RCSAs are needed or which RCSAs are no longer applicable
- Exceptional customer service skills - Customer contact focuses on high volume or unique activities requiring interaction with multiple clients, lenders, and internal market/credit partners & resources
- Contract Workflow – train and educate Commercial on process and tools available
- Create Value Solution quotations for the commercial field sales
- Ensuring the claims are in line with the commercial agreements
- Create pre-designed or ad hoc reports, presentations, analyzing results

Qualifications for commercial operations specialist

- Demonstrated ability to interpret standard reports, forms/legal documents and handling customer inquiries
- Efficient - Works with a sense of urgency
- Ability to take initiative and self-motivate work as part of a team
- Strong understanding of default actions, mortgage amortization, payment application
- Ability to work with Investor and Special Credit Groups
- Complete understanding of mortgage mathematics (amortization, payment application, interest calculations, prepayment calculations)