



Example of Commercial VP Job Description

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Our company is growing rapidly and is hiring for a commercial VP. 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 VP

- Identify and address areas of concern regarding potential liabilities and risk (costs, reputation, errors and omissions)
- Manage vendor performance to ensure compliance with contractual requirements, all regulating entities and client expectations
- Prepare/update status reports, process client requests, review vendor quotes, submit capital expenditure requests
- Contribute to the development of new product and service delivery ideas for the client and the firm
- Perform all related administrative functions, including the maintenance of accurate and consistent files and documentation
- Player/coach role responsible for the writing and editing of procedures, job aids, and other procedural resources
- Understand and implement procedure writing best practices
- Understand change impact, capacity planning and workflow management
- Produce monthly reporting, inclusive of metrics on volume and cycle times
- Partner effectively with team members, subject matter experts, stakeholders, and compliance for the effective intake of procedural changes and for the review, approval and communication of procedures

Qualifications for commercial VP

- Commercial & Industrial experience

- Broad base of credit experience with a minimum of 10 years of experience in underwriting and managing commercial corporate loans or leveraged loans and/or conducting credit audits of commercial corporate loans
- Loan/Bond administration of existing transactions, including agency works, as BO Loan ADMIN
- Loan/Deposit booking as Customer Operations staff
- Loan ADMIN –(Daily, Monthly, Quarterly)