



# Example of Credit Administrator Job Description

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Our company is growing rapidly and is looking for a credit administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for credit administrator

- Track and monitor repayments to ensure receipt by due date
- Approve loan drawdowns and collateral releases as appropriate
- Responsibility to achieve an understanding of all credit risk related operating systems (ie Avaloq, CoMs, MarginMan, CCMS) with aim to identify system gaps for enhancement to provide better credit control & increase productivity
- Ensure CP sign-off in place, Drawdown Process complied with and collateral held prior to utilization of credit facilities
- Book required funding with Treasury /Advise Position Keepers of all applicable cash with stipulated time frames
- Collect all facility related income (interest & fees)
- Maintenance and control of all WM non-negs – ensuring all documentation is recorded using DMS & CCMS
- Prepare/Input/Verify payments (as required) within stipulated time frames using Online Services
- Maintain lien markers, accurately and in a timely manner
- Process employee applications - Validate HR information and Delegation of Authority (DoA) approvals

## Qualifications for credit administrator

- Deliver new cards to employees / cancel cards for terminated employees (using HR Daily Term Report)

- Serve as 1st Point of contact for customer service inquiries from employees (declined charges, limit increases, Concur issues)
- Assist in resolving disputed charges and late fees
- Monitor delinquencies & late fees
- Send communications (e-mails) to employees regarding delinquencies, late fees, personal charges and unreconciled items