



Example of Credit Associate Job Description

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Our growing company is searching for experienced candidates for the position of credit associate. 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 credit associate

- Comply with Risk Management and Compliance Guidelines and all corporate compliance policies and keeping current on all issues
- Liaising with external stakeholders Mortgage Insurers, Valuers, Solicitors and settlement agents
- Provides clerical and investigative support to the Periodic Review Analysts and Managers
- Providing full administrative/general support and validation of risk exposure parameters provided by merchants
- Perform financial and credit analysis of names within coverage sectors, spanning both investment grade and high yield credits
- Assist in gathering and analyzing industry and macro data to identify trends and help develop broad views of corporate
- Ensure appropriate documentation of compliance and credit risks per guidelines and approvals, coordinate the preparation and execution of new accounts documents, including KYC client profile, as required
- Opening Credit Facility cancellations when documents are returned – includes preparing client profile, obtaining ID verification from FA/CA, addressing signature discrepancies, compliance update requests
- Administer the account opening documentation process, workflow approvals, monitoring and curing overdrafts, facility cancellations, update Ribs systems for address changes
- Managing rollover spreadsheet, entering future requests and ensures

Qualifications for credit associate

- Management and all colleagues
- Ensure effective oversight, challenge and support from a credit and concentration risk management perspective is provided to all change initiatives
- Lead effort to liaise with market risk, financial surveillance, and other departments to familiarize others with counterparty credit risk profiles and build knowledge of credit risk ratings
- Deliver high quality results for high priority and time sensitive regulatory driven projects
- MBA graduate preferred
- 4 to 5+ years of managerial experience with a track record of increasing responsibilities