



Example of Credit Operations Job Description

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Our company is searching for experienced candidates for the position of credit operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for credit operations

- Provides deep knowledge and experience of Commercial banking products and services to ensure a positive client experience
- Responsible for efficient and effective co-ordination and service delivery of Commercial credit transactions - security, documentation as applicable
- Acts as advocate for the client experience using resources and analytical techniques to investigate and evaluate complex issues which may be outside of policy/process/procedural guidelines in order to satisfy the client needs/client escalation, as applicable
- Works on several bank applications, synergy, CMS, OLBB, Covarity, e-mail
- Responsible for the creation of a highly engaged and motivated team, with a customer and service-oriented work culture, focused on ensuring timely delivery of high quality work
- Monitor credit quality targets and adherence to turn time goals
- Responsible for creating a strong trusting partnership with all stakeholders - local and domestic
- Responsible for his/her team's audit preparedness and success
- Performing daily cash reconciliations in order to monitor trade breaks and fails, track corporate action activity and to ensure our cash balances are accurate
- Acting as a liaison with the trading desk with the prime broker client service representatives and the executing brokers to ensure the timely settlement of credit instruments which include Loans, CDS and IRS

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- Or auto applications
 - The successful candidate will be responsible for completion of reconciliations and root cause investigation in addition to reconciliation related project work and testing
 - French, Spanish, Italian, German languages a plus
 - University Degree or Equivalent Post-Secondary Education preferred
 - Minimum 4-5 years commercial underwriting experience
 - Ability to work and lead a team environment