



Example of Credit Specialist Job Description

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Our growing company is looking for a credit specialist. 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 specialist

- Prepare the credit write ups for credit decisions in the specified format
- Fostering of pro-active partnerships, negotiations & communication in relation to credit matters / new transactions with Relationship Managers, Collateral Valuation Office, Solutions Partners, Trading, Legal, Compliance and other CRM / Risk business units
- Carry out credit assessments, negotiations, approvals and working with relevant stakeholders for resolution of risk events
- Monitor market, regulatory, macro-economic and political developments
- Maintains timely communication with internal departments to ensure timely payment of delinquent invoices
- Be ready, willing and able to assist and support other staff should the need arise
- Deliver exceptional service to our high value customers by providing best-in-class service and solutions to grow customer relationships within set standards
- Directly interact with customers, review applications and documents, and assess credit-worthiness of customers
- Manage both inbound and outbound workflows while independently problem solving and making sound decisions in a fast-paced work environment
- Lead by example in adherence to Credit & Collections Dept

Qualifications for credit specialist

- Perform collections for 1,500-2,000 accounts with a portfolio of \$12 million monthly
- Process credit applications and procure bank/trade references and credit reports
- Enter tax certificates and update customer records such as address changes
- Complete new vendor set up documents
- Establish credit limits