



# Example of Credit Support Specialist Job Description

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Our company is looking for a credit support specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for credit support specialist

- Provides administrative support to the Credit Administration team
- Providing phone coverage for CVL Funding
- Monthly, daily and weekly reporting for DFS
- Processing high risk transactions in CashPro and FDES
- Responsible processing flat cancel rebook transactions in order to correct dealer or funding errors when setting up a loan
- Responding to incoming emails to the department email box from our Clients and LOB Partners
- Provide feedback and input in updating department procedures
- Provide support to customer verification process (processing loans from dealers, validate dealer information)
- Reviews Commercial credit application packages for adherence to credit policy and determination of appropriate due diligence necessary to ensure proper collateral position
- Accountable to support Regional Program Manager and provide a high quality credit union experience

## Qualifications for credit support specialist

- BS Degree in Finance, Business, Math or related area
- Credit Analyst experience
- Above average MS Office skills including Excel, PowerPoint, Word, and Visio
- Able to interface effectively and/or collaborate with others
- General experience with related credit systems such as ICRD, eCLIPS, LIQ,

- Detail oriented with ability to multi task and work in a team based environment independently