



Example of Loan Assistant Job Description

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Our company is growing rapidly and is looking for a loan assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for loan assistant

- Liaise with the Application team for client extensions and if clients change solicitor
- Liaise with Credit Controller when client repayments are expected to arrive
- Confidently answer phones and taking messages for the team
- Take responsibility to identify and implement system improvements
- Processing and shipping incoming and outgoing books within the Orbis Cascade Alliance
- Troubleshooting and contacting libraries to deal with problems as needed
- Processing and shipping interlibrary lending materials
- Searching standard print and online sources to verify bibliographic information
- Using ILL management databases to order and process borrowing and document delivery requests
- Answering questions from library users

Qualifications for loan assistant

- Effective time and resource management
- The right candidates should have strong computer skills, along with excellent typing and 10 key skills
- The ability to follow direction and have a high attention to detail
- Assisting with departmental projects in Special Collections and Archives during summer and school breaks, including collection and book shifting, weeding, filing, shelving, and storage area cleaning

