



# Example of Senior Portfolio Manager Job Description

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Our innovative and growing company is hiring for a senior portfolio manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior portfolio manager

- Communicating with clients and prospects
- Tour properties on a regular basis and conduct property inspections Ensure follow-through of any required corrective action
- Following Bank Credit policy, structure, underwrite, and close Commercial Real Estate Loans
- Make recommendations to the appropriate level of credit administration
- Service and maintain an assigned Commercial Real Estate portfolio and work with prospective clients
- Manage commercial portfolio risk on an ongoing basis by monitoring customer credit-worthiness, adherence to loan terms and general business conditions
- Negotiate services and order outside appraisals and inspections
- Proactively engage and partner with stakeholders – both within GPS other global functions across the organization – to identify & address business needs and help facilitate effective and informed decision-making
- Assist in consolidating technology and product roadmaps, highlight investment gaps, and provide insights on strategic investment allocation across the broader portfolio
- Attend Key phase exit reviews, highlight and summarize product development gaps and investment needs

## Qualifications for senior portfolio manager

- Contract Management and Relationship Management experience within

- Up-to-date knowledge of the global IT supplier landscape, services offered, and pricing
- Advanced knowledge of supplier management
- Understanding and working knowledge of Technology Supplier Contracts
- Advanced knowledge of technology related risks and controls and regulatory requirements