

Credit Card Specialist – Job Description Summary

Delivers high-quality service to internal and external customers. Under general supervision, and in accordance with established lending policies, responsible for the VISA account program. Responsible for accuracy and timeliness of reports, resolution of problems, contact with customers as needed, tracking and reordering of card stock. Loan underwriting.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment