

Card Services Supervisor – Job Description Summary

Responsible for overseeing the day to day activities of the Card Servicing Department. Assists internal and external customers with questions regarding all types of Visa branded accounts and assists management in the implementation of new products and services.

The complete job description covers the following topics:

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