

Direct Loan Processing Supervisor – Job Description Summary

Responsible for ensuring that outstanding service is delivered to both internal and external customers. A key component of this service to external customers is to ensure each employee identifies customers' financial needs and suggests appropriate solutions. In addition, this position is responsible to ensure that Direct Consumer Loans are completed timely, accurately and within the time frames required by the Federal Regulations; ensure information is processed without jeopardy to data integrity, confidentiality, or accuracy.

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