Example of Back Office Assistant Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of back office assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for back office assistant

- Support the Service and After Sales Manager UK with all office tasks
- Coordinate the network of own service technicians and the service sub-contractors in UK
- Ensure timely and correct quotations and orders on parts and services to customers in UK
- Closely cooperate with and learn from WRE Service team in Denmark
- Ad hoc tasks in Service department in UK
- Calculation of commercial funds and controlling them
- Being the “bridge” between the categories for managing the funds
- The official system for creating and controlling commercial investment recommendations
- Supporting several requests regarding the fund management system (adjustments, transfers)
- Taking care of the development of tools for processes’ simplification

Qualifications for back office assistant

- Previous medical back office experience preferred
- Knowledge and experience in electronic medical records preferred
- General nursing duties to include vital signs, charting, set up ECG
- Graduate of Medical Assistant training program preferred
- Previous experience with an electronic medical records system required
- Strong Front Office Skills w/Some back office experience required