



Example of Back Office Executive Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of back office executive. 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 executive

- Drive process improvements in the day to day work
- Participation in creation of large business to business service and product proposals
- Create and amend price quotes and proposals
- Participation in the creation of a large business to business service and product proposals
- Work closely with the internal business team to gather information and data to help them to create the best solution and offer for a client
- Credit management and recovery processes related to GFS
- Monitoring litigation
- Updating SAP client accounts
- Monitoring and solving incidences
- Performing cash application

Qualifications for back office executive

- Strong contacts within banking industry
- Communication skills including report building
- Use of customer-centric language
- Demonstrating appropriate urgency
- Understanding and clarification of customers' needs
- Verbal and written communication in English and Russian