



Example of Back Office Executive Job Description

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Our company is growing rapidly and is looking to fill the role of back office executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for back office executive

- Support the Department on technical issues
- Back office tasks
- Support the other AR areas
- Prioritize request for quotations (RFQ) by taking opportunities into account
- Generation of technical documents for customer approval
- Generation of leads by calling the customer with the available database
- Provide technical support and quotation to customers
- Read specification and prepare best possible offer
- Preparation & Verification of Quotation (Terms & condition, Material part code, Prices
- Processing of orders in SAP on conversion of quotations

Qualifications for back office executive

- Quick learner who easily applies problem-solving, critical thinking and analysis skills
- Excellent time management skills, ability to juggle multiple tasks while maintaining composure
- Verbal and written communication in English and Spanish
- Verbal and written communication in English and Italian
- Communication skills including reporting
- Verbal and written communication in English (C1) and Arabic (B2)