



Example of Back Office Executive Job Description

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Our company is growing rapidly and is hiring for a 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

- Coordinate with Operations & Finance team to ensure smooth execution of orders
- Follow-up, create and maintain installed database of customers
- To create quotations for all health checkup conducted
- Internal & External Audit of Quotation document
- MIS reports (Quotation, RFQ, RFI, Hit rate)
- Processing of service orders in SAP
- Liaise with Service sales execution team to ensure smooth execution of AMC / Service
- Deliver/Exceed annual sales and revenue targets for a defined territory
- Build and execute territory sales strategies, collaborating with other internal SS&C groups as required
- Lead sales process from prospecting through close including lead generation, client meetings, qualification, RFP's, workshops, proposal and contract negotiation

Qualifications for back office executive

- Verbal and written communication in English (C1) and Italian (B2)
- Verbal and written communication in English (C1) and German(B2)
- Verbal and written communication in English (C1)
- Verbal and written communication in English and French
- Executing multi-million dollar sales of complex solutions within large

- Independently engaging in prospecting and relationship-building activities to build pipeline and drive business with both new and existing clients