



# Example of Back Office Executive Job Description

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Our innovative and growing company is looking to fill the role of back office executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for back office executive

- Diligently track and manage all opportunities in Salesforce
- Validate client workflow and engage appropriate internal resources where necessary
- Frequent prospect interaction through sales calls and onsite visits
- Collaborate with relevant management resources to drive product and messaging strategies to differentiate our solutions
- To validate the billing system pricing and supplier rate against the contract rates to ensure data integrity
- To perform complex pricing analysis to identify errors, discrepancies and opportunities for savings including contract rate violations and optimisations
- To manage documentation and resolution of pricing discrepancies to assure corrections are made with vendors and credits are received in a timely manner and properly reconciled
- To present escalation issues, status reports and findings internally and externally
- To understand, recommend and participate in continual service improvement to relevant business process to increase operational efficiency
- To maintain and update changes to relevant process documents and work instructions

## Qualifications for back office executive

- Analyzing clients' business needs to strategically position complex solutions through value-based selling, business case definition, ROI analysis, and data
- Delivering compelling demonstrations and use cases to influence executive-level decision-makers, addressing objections and aligning value proposition with their business strategy
- Partnering with the appropriate LOBs in shaping the GTM, marketing materials, product roadmaps and industry artifacts
- Only Graduates (BA, B.COM)
- 0 to 4 years of experience with business process service delivery, preferably in an insurance outsourcing environment