Our innovative and growing company is looking for a 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

- Create customer hierarchy in the system and to activate B2B accounts
- Prepare SIM cards /items and associated numbers for Account Managers to deliver to corporate customers
- Generate Bulk order for bulk activation, deactivation, service modification and/or customer renewal requests following the Bulk order process and Procedure
- Execute the right MNP processes for all port in requests and help the KAM and customer in the right direction in its execution
- Create TT and follow up with concern department for any sales order Error
- Execute the entire regular service request by email, walk-in, KAM, official letter...etc
- Ensure the Sims and devices in the corporate location were sold in the proper customer account on the correct product and promotion
- Ensure all the customer paper work is completed before creating a new corporate account and ensure to send activity to account management for any missing document
- Ensure all UDV and SDF, credit sale approvals and calculation are checked and validated after the KAM and before posting the discount in customer sales order
- Ensure to deliver the sim and items requested by customer to the authorized person and get customer confirmation and signature on the delivery note

- Experience selling technology-based enterprise solutions and services to the front, middle and back offices of Asset Management, Insurance and/or Wealth Management firms
- Proven ability/process of accurate pipeline management from initial lead to close
- Strong investment industry knowledge and existing network of relationships
- Willingness for regular business travel
- 1+ Year Experience working directly with clients preferred
- 3+ Years Experience working with office systems and programs required