



Example of Corporate Service Job Description

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Our innovative and growing company is searching for experienced candidates for the position of corporate service. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for corporate service

- Work with key stakeholders and subject matter experts to ensure that suggested processes are implemented in a timely manner
- Perform administrative tasks of the warehouse program including send the reminder, collect data and apply for approval
- Process the payment program including checking receipt, apply for the order, request payment
- Research and resolution of customer's treasury inquiries
- Servicing and consulting of complex international insurance solutions for Financial Lines, including Directors & Officers Liability and Professional Indemnity other lines of business such as Corporate Accident & Business Travel
- Build an effective management team to meet or exceed the expectations of our external customers
- Provide oversight to the supervision of personnel, which includes work allocations, making recommendations for personnel actions and approve motivational plans and/or programs for individual development in order to operate at peak productivity and profitability
- Perform strategic planning, development and communication with AVP, Call Center Operations and Senior Leadership as related to national goals and objectives
- Ensure there are effective customer service performance management systems in place for measuring, analyzing and aligning to continuously improve overall performance levels in all areas of the operation

Qualifications for corporate service

- Strong sense of thinking out of the box - "do what it takes to get the job done" attitude
- You must have a Bachelor or Master of Science degree in Engineering * some travel may be required to support specific project assignments * You must have a Permanent Right to Work without sponsorship * Strong analytical skills and knowledge of statistical methods, including Statistical Process Control * Ability to communicate strategic and tactical concepts across a wide range of employees
- In partnership with the AVP of Call Center Operations and Corporate IT, perform research and analysis on new technology opportunities, systematic enhancements and other efficiency/effectiveness related possibilities toward the goal of delivering ever improving service
- Implement adequate measures to manage and control expense in order to operate within approved budget limits without compromise to service levels
- Ensure employee education and training quality audit programs are in place to support the service operation's objectives, including building employee knowledge, skills and capabilities required to perform in their job function that will contribute to improved performance
- Build and maintain excellent client relationships through and in conjunction with AVP Call Center Operations