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# Job Description Operations Executive Back-Office



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## **1. About the company:**

BFC Capital is a premier wealth management company. It started its journey in 2004.

The company manages assets around Rs. 2.5 bn. and is having presence across northern region of country.

## **2. Position – Operations executive (Back Office) :**

### **Preface:**

The Operation Executive shall be responsible for all the back office work which includes the following:-

- MIS Reconciliation
- Co-ordinating with Fund houses
- E-mail circulation
- Routine working- KYC formalities, Punching, SOA generation, Portfolio generation, scanning of imp documents etc.
- Filling of forms
- Working on various softwares
- Solving client queries

### **Skills Required:**

1. Should have good communication and interpersonal skills.
2. Be proficient in Computers (MS Word, Excel) and handling softwares.
3. Must have an excellent sense of priorities.

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- 3. Job Country –** INDIA
- 4. Job Location –State –** Uttar Pradesh
- 5. City –** Lucknow
- 6. Vacancy Type-** Full time
- 7. Package-** Rs. 1, 20,000/- p.a. to Rs. 1, 80,000/- p.a.
- 8. Experience –** Nil
- 9. Qualification –** MBA or Graduate with relevant experience

**10. Performance Appraisal:**

The performance will be assessed on the basis of quantitative analysis including the work given or assigned from time to time as well as qualitative analysis including compliance of rules and regulation, various policies of the company and various adherence to STD (Standard time duration), obedience and professional conduct.

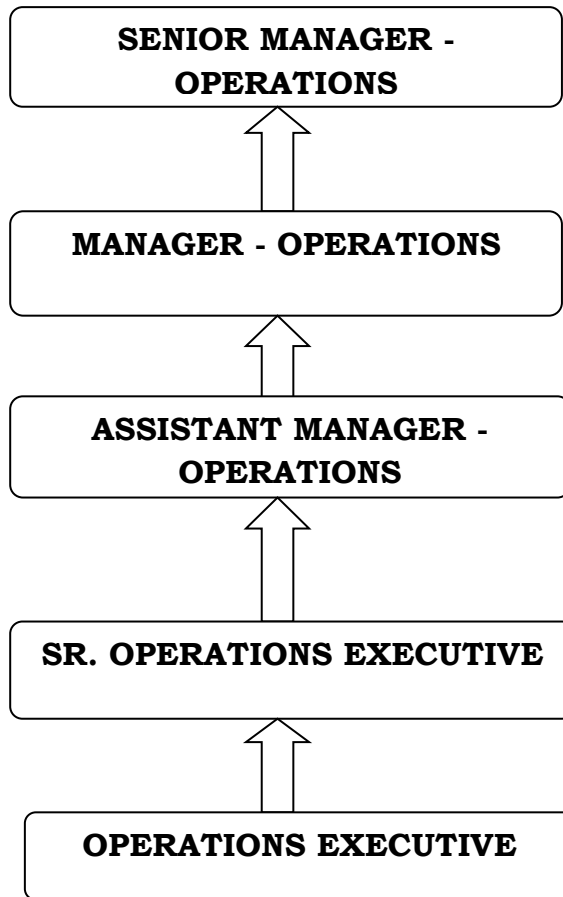
**11. Reporting:**

**The Operations Executive shall report to Assistant Manager-operations.**



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## 12. Career Growth



Usually for an average candidate the transition from one position to next level takes a year.