



"Immediate requirement"

We are hiring – Executive Assistant to Managing Director (MD)

Company: First Advisor Insurance Broker Private Limited

Designation: Executive Assistant to Managing Director (MD)

Location: Office No. 410, A Wing, Express Zone Building, Western Express Highway, Malad East, Mumbai

Experience: 3–5 Years

Industry Experience: Insurance / Insurance Broking background preferred.

Job Summary

We are looking for a highly professional, organized, proactive, and confidential Executive Assistant to provide comprehensive administrative and executive support to the Managing Director. The ideal candidate must have relevant experience in the insurance/insurance broking industry, excellent communication and coordination skills, strong follow-up ability, and the maturity to handle confidential business information and senior-level responsibilities.

Key Responsibilities

- Provide day-to-day executive and administrative support to the Managing Director.
- Manage the MD's calendar, appointments, meetings, calls, reminders, and daily schedule.
- Coordinate and follow up with internal departments, employees, clients, insurers, vendors, and other stakeholders on behalf of the MD.
- Prepare meeting agendas, notes, minutes, presentations, reports, MIS, and other documents as required.
- Track important tasks, commitments, deadlines, and follow-ups assigned by the MD and ensure timely closure.
- Handle official correspondence, emails, letters, and communications with professionalism and confidentiality.
- Maintain and organize important records, files, reports, agreements, and business documents.

- Coordinate meetings with clients, insurance companies, business partners, and senior management.
- Assist the MD in preparing business reviews, performance reports, sales/operations MIS, and management presentations.
- Follow up on business, operational, HR, administration, and other matters assigned by the MD.
- Support coordination with insurance companies, intermediaries, clients, and other industry stakeholders.
- Maintain strict confidentiality of company, client, employee, financial, and management information.
- Arrange travel, hotel bookings, transportation, and other logistics for the MD when required.
- Monitor pending matters and provide regular status updates to the MD.
- Perform other executive and administrative responsibilities assigned by the Managing Director.

Qualifications

- Bachelor's degree in any discipline; MBA/PG qualification will be an advantage.
- Minimum 3 years of relevant experience as an Executive Assistant, Personal Assistant, Management Assistant, or similar role.
- Experience in the insurance / insurance broking industry is mandatory.

Skills Required

- Excellent verbal and written communication skills.
- Strong knowledge of MS Office – Word, Excel, PowerPoint, and Outlook.
- Excellent calendar, meeting, documentation, and follow-up management skills.
- Strong organizational, multitasking, and time-management abilities.
- Strong analytical and problem-solving skills.
- Good understanding of insurance industry terminology, processes, and business coordination.

How to Apply

Interested candidates can send their resume on hrfirst@firstadvisorsinsurance.com

Contact Person: Dattatray Telore – HR Manager

First Advisor Insurance Brokers Pvt. Ltd.