



Job Title – Executive Assistant to Director

Job Summary: We are looking for a highly organized and diligent Executive Assistant to support our Director. The role involves assisting in business administration, new initiatives, employee upskilling, and other essential functions. Key responsibilities include:

- Supporting the Director to allow focus on strategic growth and business expansion.
- Representing the Directors and Founders with internal and external stakeholders.
- Contributing to shaping the company's trajectory and driving strategic initiatives.

The ideal candidate should have strong communication skills, keen attention to detail, and a good work ethic. This position reports directly to the Director and offers significant growth potential, with opportunities to advance to senior management roles.

About The Company: We are a leading financial planning firm based out of Noida, India, managing over 300 Crores in assets for more than 2000 clients across India and globally. We pride ourselves on delivering end-to-end financial planning solutions tailored to our clients' needs. Please visit our website for more details - [Sanjay Mehta Financial Services | Financial Planner Noida – Towards a Secure Future \(www.smfs.in\)](http://www.smfs.in)

Role Details:

- **Salary:** 4-8 Lakhs. Negotiable based on skill set and experience.
- **Location:** Sector 132, Noida
- **Joining Date:** Immediately.

Key Responsibilities:

- Manage communication with internal and external stakeholders and develop effective strategies.
- Prepare and edit reports, presentations, and documents as needed.
- Conduct research and compile data to support business decisions.
- Create and manage business records and dashboards.
- Handle confidential information with discretion and professionalism.
- Liaise with clients, vendors, and other stakeholders on behalf of the Director.
- Support marketing and sales efforts for client acquisition.
- Optimize office operations for efficiency.
- Assist the Director with daily administrative tasks, including schedule management and correspondence.
- Support the execution of new business initiatives and projects.
- Coordinate and facilitate staff training sessions and internal events.
- Utilize data interpretation and analytics to enhance sales channels and productivity.

- Implement digital productivity tools to streamline workflows.
- Work on process improvement projects to refine client acquisition processes and improve customer experience.
- Understand company functions to identify areas for improvement and process re-engineering.
- Maintain awareness of ongoing work and ensure good organization.

Qualifications & Requirements:

- **Education:** Bachelor's degree from a recognized institution.
- **Experience:** Mid-level experience in a similar role, preferably in a financial services or related industry. 1-5 years of experience is ideal.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Very strong analytical and problem-solving skills
- Ability to multitask, prioritize, and manage time effectively.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and familiarity with modern digital productivity tools.
- Demonstrated ability to work independently and take initiative, with a strong sense of ownership and accountability for delivering results.
- A proactive attitude, strong work ethic, and the ability to thrive in a fast-paced and dynamic environment.
- Experience in / flair for Business Development is a huge plus.

Personality Traits:

- Highly organized and detail oriented. Proactive and diligent.
- Strong work ethic and commitment to excellence.
- Adaptable and able to thrive in a fast-paced environment.

Benefits & What We Offer:

- Competitive salary and performance-based bonuses.
- Comprehensive health insurance and term cover benefits.
- Opportunity to work closely with top leadership and gain valuable industry and business insights.
- Supportive and collaborative work environment.
- Professional development and career growth opportunities.

How to Apply:

- Mail cover letter and resume to *careers@smfs.in* with the subject **“Application for Executive Assistant to Director – Your Name”**
- **If you are applying, please read in detail about – the company, the industry and the key responsibilities of your specific role and be ready for a quick interview.**

Join Sanjay Mehta Financial Services Private Limited and help us lead our clients towards a secure financial future!