

## Job Description

<b>Position Title:</b>	Executive Assistant & Reinsurance Brokerage Support
<b>Location:</b>	London, On-site
<b>Reporting To:</b>	Managing Directors

### The Role

We are seeking a highly organised, proactive, and exceptionally skilled Executive Assistant to provide comprehensive administrative and operational support. This unique dual role will involve directly assisting three Managing Directors, managing their calendars and priorities, while also providing crucial support to a team of Reinsurance Brokers. The ideal candidate will be a critical thinker, adaptable, and capable of managing multiple demands in a fast-paced, high-pressure environment with discretion and professionalism.

### Key Responsibilities

#### Executive Assistant to Managing Directors (approx. 60%):

- **Calendar Management:** Proactively manage and coordinate complex calendars for three Managing Directors, including scheduling internal and external meetings, appointments, and conferences, resolving conflicts effectively.
- **Travel Coordination:** Arrange comprehensive domestic and international travel itineraries, including flights, accommodation, ground transportation, and visa applications, ensuring all logistics are meticulously handled.
- **Expense Management:** Process and reconcile expense reports accurately and promptly for the Managing Directors. Tracking of the team's T&E.
- **Relationship Management:** Build and maintain strong professional relationships with internal teams and clients.
- **Project Support:** Provide administrative support on various projects as required by the Managing Directors.

#### Support to Reinsurance Brokerage Team (approx. 40%):

- **Client Coordination:** Schedule client meetings and calls and coordinate necessary resources.
- **Administrative Support:** Provide general administrative support to the brokerage team.
- **Team Collaboration:** Work closely with the brokerage team to understand their administrative needs and proactively offer support to enhance efficiency.

## Qualifications & Experience

- Proven experience (minimum 7-10 years) in an Executive Assistant or Senior Administrative Assistant role supporting multiple senior executives, ideally within the financial services, insurance, or professional services sectors.
- Experience supporting a sales, client-facing, or brokerage team is highly advantageous.
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Strong organisational and time management abilities, with a proven capacity to prioritise tasks and meet deadlines under pressure.
- High degree of discretion and integrity when handling confidential information.

## Skills & Attributes

- **Proactive & Resourceful:** Anticipates needs and takes initiative to solve problems before they arise.
- **Exceptional Attention to Detail:** Ensures accuracy in all tasks and documents.
- **Strong Interpersonal Skills:** Builds rapport and communicates effectively at all levels.
- **Adaptability & Flexibility:** Thrives in a dynamic environment and adjusts to changing priorities.
- **Professional Demeanour:** Represents the company and executives with poise and professionalism.
- **Problem-Solving Skills:** Identifies issues and proposes effective solutions.
- **Team Player:** Works collaboratively with colleagues to achieve shared goals.