

1. Job Description :

MTO – EA to CFO

- a. **Administrative Support:** Manage the CFO's calendar, schedule appointments, coordinate meetings, and prepare meeting agendas and minutes.
- b. **Documentation & Reporting:** Assist and coordinate in preparing presentations, reports, and internal communications.
- c. **Communication Liaison:** Coordinate and communicate with Internal and External team and effectively appraise the discussion to/from CFO.
- d. **Data Management:** Collect and analyse financial data for reporting needs under the guidance of the finance team.
- e. **Project Coordination:** Assist in the follow-up of strategic initiatives and projects driven by the CFO's office.
- f. **Event & Travel Support:** Coordinate travel plans, itineraries, and logistics for the CFO's national and international meetings.
- g. **Cross-Functional Collaboration:** Support communication between the CFO and other business units.
- h. **MIS:** Maintain insurance records and monitor costs (Prepare insurance budgets, define cost allocations, prepare monthly accruals, and track premium billing)

MTO – Insurance

Project Insurance (Infrastructure Projects)

- Assist in managing insurance requirements for new and ongoing infrastructure projects (e.g., CAR, EAR, Marine, Liability, etc.).
- Coordinate with project teams and insurance brokers/companies for issuance and renewal of project-specific policies.
- Collect and organize project-related documents (tender documents, contracts, etc.) required for insurance coverage.
- Track and update the insurance database and policy records.
- Support in claim documentation and liaising with internal stakeholders for timely processing.

Employee Insurance

- Assist in maintaining data for group insurance policies (Group Medclaim, Group Personal Accident, Term Life, etc.).
- Coordinate with HR and employees for enrolment, endorsement, and claim processing.

- Respond to employee queries related to insurance coverage, claim procedures, and exclusions.
- Liaise with insurance providers and TPAs to track claim status and escalate delays, if any.

2. **Name of Position** : MTO

3. **No. of Posts** : 02 Nos (Mumbai, Corporate Office)

4. **CTC P.A** : 6.6 Lakhs.(Food, Accommodation and Transportation not borne by Company)

5. **Posting** : Mumbai, Corporate Office

6. **Location for Campus** : Mumbai

Eligibility criteria: Min 60% throughout academics with no backlogs