

BELIEVE IN YOUR POTENTIAL

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Executive - Personal Assistant to Chief Marketing Officer

We are seeking a dynamic and highly organized individual to provide comprehensive support to the Chief Marketing Officer (CMO). This role combines executive assistance with creative and digital responsibilities, ensuring smooth coordination of the CMO's activities while contributing to marketing initiatives.

Roles and Responsibilities

- Manage the CMO's calendar, appointments, and travel arrangements.
- Coordinate and manage all documentation activities including taking minutes and preparing reports, Board presentations and assisting in Marketing related activities.
- Act as the primary point of contact between the CMO and internal/external stakeholders.
- Support branding initiatives and maintain consistency across all platforms.

Candidates are required to have

- Bachelor's degree in Marketing, Business Administration, or related field.
- Minimum 03 years of experience in executive assistance or marketing support.
- Proficiency in MS Office and design tools (Canva, Photoshop, Illustrator).
- Familiarity with social media platforms and basic analytics.
- Excellent communication, organizational, and multitasking skills.
- Creative mindset with attention to detail.

If you are interested, send your CV to lke_vacancies@aia.com



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BETTER LIVES

