



Job Ref. No: JHIL149

Position: Executive Assistant

Jubilee Insurance was established in August 1937 as the first locally incorporated insurance company based in Mombasa. Over the years, Jubilee Insurance has expanded its reach throughout the region, becoming the largest composite insurer in East Africa, offering Life, Pensions, General, and Medical Insurance. With a client base of over 1.9 million, Jubilee stands as the number one insurer in East Africa. We operate a network of offices in Kenya, Uganda, Tanzania, and Burundi, and we are the only ISO-certified insurance group listed on the three East African stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange, and Uganda Securities Exchange. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for an **Executive Assistant** within Jubilee Health Insurance Limited. The position holder will report to the **Chief Executive Officer** and will be based at our Head Office in Nairobi.

Role Purpose

The Executive Assistant to the CEO is responsible for providing high-level administrative support while also preparing executive reports and board papers. The role demands discretion, organization, and analytical skills to ensure smooth executive operations and informed decision-making. This position is ideal for an individual with strong communication, reporting, and multitasking capabilities.

Key Responsibilities

Strategic

A. Market Research

- I. Conduct research to support strategic decision-making.
- II. Stay updated on industry trends and competitor activity.

B. Special Projects

- I. Support the CEO in implementing strategic initiatives and tracking progress.

C. Executive Reports

- I. Collect and analyse data for monthly, quarterly, and annual executive reports.
- II. Develop dashboards and presentations summarizing key performance metrics.

Operations

A. Calendar Management

- I. Schedule, manage, and prioritize appointments, meetings, and conferences for the CEO.
- II. Resolve scheduling conflicts and ensure time is optimized.
- III. Provide daily briefings on upcoming commitments and responsibilities

B. Travel Coordination

- I. Organize travel arrangements, including flight bookings, accommodations, and itineraries.
- II. Prepare necessary documentation for travel and meetings.



C. Communication Management

- I. Act as the primary liaison for internal and external communications on behalf of the CEO.
- II. Ensure timely and accurate dissemination of information.
- III. Draft and edit emails, letters, reports, and other professional correspondence

D. Document Preparation

- I. Draft, edit, and format professional documents, including letters, memos, and presentations while maintaining high standards of accuracy and quality.

E. Meeting Management

- I. Prepare agendas, attend meetings, and take detailed minutes.
- II. Follow up on action items to ensure timely execution.

F. Administrative Support

- I. Process expense reports and track expenditures.
- II. Support other administrative tasks to facilitate smooth operations.

G. Process Optimization

- I. Identify and recommend process improvements for enhanced efficiency.

Culture

A. Confidential Information Handling

- I. Manage sensitive information with utmost discretion and confidentiality.

B. Communication Management

- I. Act as the primary liaison for internal and external communications on behalf of the CEO.

Corporate Governance

A. Board Papers

- I. Prepare, compile, and ensure timely delivery of high-quality board papers.
- II. Coordinate input from different departments to produce comprehensive reports.

B. Executive Reports

- I. Collect and analyze data for monthly, quarterly, and annual executive reports.
- II. Develop dashboards and presentations summarizing key performance metrics.

Key Skills and Competencies

1. **Organizational Skills:** Exceptional ability to prioritize and manage multiple tasks efficiently.
2. **Analytical Thinking:** Strong analytical and research skills to generate actionable insights.
3. **Communication Skills:** Excellent written and verbal communication skills, with the ability to present complex information clearly.
4. **Attention to Detail:** High standards of accuracy and thoroughness in all deliverables.
5. **Interpersonal Skills:** Strong relationship-building skills with internal and external stakeholders.
6. **Discretion:** Ability to handle sensitive and confidential matters with integrity.
7. **Adaptability:** Flexibility to work in a fast-paced and dynamic environment. Effectively using these technologies and troubleshoot any technical issues that may arise.

Academic & Professional Qualifications

1. Bachelor's degree in business Related Field



2. A professional qualification or specific training like Chartered Personal Executive Assistant (CPEA), Advanced Certificate for the Executive Assistant (ACEA), Certified Professional Secretary or any other relevant executive assistant training

Relevant Experience

Minimum 5 years of experience as an Executive Assistant, with demonstrated ability to prepare Board level materials. Experience in data analysis, report writing, and project management is highly desirable. Applicants with experience in financial services will have an added advantage.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 13th February 2025
Only shortlisted candidates will be contacted.