JOB TITLE	**EXECUTIVE ASSISTANT & BUSINESS ANALYST**
REPORTS TO	**CHIEF EXECUTIVE OFFICER**

JOB PURPOSE:

The Executive Assistant & Business Analyst is a strategic support partner to the Chief Executive Officer, combining high-level executive support with business analysis. The role bridges business and execution by translating leadership priorities into actionable insights, structured plans and performance visibility, while ensuring the efficient and seamless running of the Office of the Chief Executive Officer.

This position requires a commercially minded professional with strong analytical capability, structured thinking, and the ability to synthesize complex business, market, and operational information into clear executive-level insights. The jobholder will help ensure leadership decisions are informed, transformation initiatives remain on track, and strategic intent is effectively communicated.

KEY TASKS, DUTIES AND RESPONSIBILITIES

- Develop high-quality CEO briefing materials, including strategic updates, performance insights and decision-support reports, to facilitate effective executive decision-making.
- Prepare Board and Executive Committee (ExCo) papers, ensuring accuracy, clarity, relevance and alignment with the Company's strategic objectives.
- Coordinate executive meetings, including agenda preparation, minute-taking, tracking of action points and follow-up on agreed resolutions.
- Coordinate engagements with the Board, business partners, regulators and other key stakeholders, ensuring effective communication and proper record management.
- Manage the CEO's diary, schedules, appointments and engagements, ensuring effective coordination and prioritisation of activities.
- Provide administrative and operational support to the CEO's Office, including handling correspondence, coordinating meetings and facilitating communication with internal and external stakeholders.
- Coordinate and monitor the implementation of strategic transformation initiatives across business units in line with the Company's strategy.
- Track progress against key strategic initiatives and milestones through the preparation of daily, weekly and monthly dashboards and progress reports.
- Follow up with ExCo members and departmental heads on agreed deliverables, timelines and accountability, escalating implementation delays and emerging risks to the CEO.
- Identify strategic risks, dependencies and execution gaps across business initiatives and

recommend appropriate corrective actions.

- Analyse financial and operational performance data to generate insights and support executive decision-making.
- Conduct market, industry and competitor analysis to inform the Company's strategic positioning, growth opportunities and business priorities.
- Undertake research and provide insights on emerging insurance industry trends, including digital distribution, embedded insurance, bancassurance and operational efficiency models.
- Facilitate cross-functional collaboration and alignment through coordination of governance forums, working groups and strategic planning sessions.
- Manage relationships with internal and external stakeholders, demonstrating professionalism and a service-oriented approach in all engagements.
- Receive and attend to the CEO's visitors, ensuring a professional and welcoming experience.
- Review, track and follow up on departmental approval requests, ensuring timely processing and escalation of pending matters.
- Establish and maintain an efficient filing and document management system within the CEO's Office, ensuring proper documentation, accessibility and version control.
- Handle confidential executive and Board information with discretion and ensure appropriate access controls are maintained.
- Ensure the accuracy and integrity of information presented in dashboards, management reports and Board and ExCo papers through verification against source records.
- Monitor the implementation of Board and ExCo resolutions, management decisions and regulatory commitments, highlighting outstanding and overdue actions to the CEO.
- Develop and maintain effective working relationships with internal and external stakeholders, promptly addressing queries and escalating matters requiring the CEO's attention.
- Translate complex information and analysis into clear, concise and actionable executive reports, presentations and briefing materials for the CEO, ExCo and Board.
- Draft executive correspondence, circulars, letters and other official communications for the CEO's review and approval.
- Uphold and demonstrate the KOIL values of Integrity, Excellence, Customer Driven, Innovation and Team Work.

BEHAVIORAL COMPETENCIES

- Execution excellence
- Business acumen
- Analytical and structured thinking

- Problem solving
- Stakeholder management
- Influence without authority
- Attention to detail
- Integrity and discretion

SKILLS

- Effective communication
- Report writing
- Executive presentation
- Research and data analysis
- Project coordination
- Good negotiation
- Organization skills
- Leadership skills

REQUIREMENTS

- Bachelor's degree in Business, Economics, Finance, Actuarial Science, or a related field
- 3–7 years' experience in business analysis, CEO's executive support, consulting or corporate planning, including supporting senior executives.
- Prior experience in insurance, financial services, consulting, or regulated industries strongly preferred.

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly Click Here and apply on or before **Friday, November 27, 2026.**