

Cigna International Corporation - Assistant Executive

Supervised by Manager, Product Marketing, the incumbent will assist in the implementation/ execution of business initiatives for brokers and partners.

Key Responsibilities:

- To support the implementation of various proposition and product development initiatives;
- To assist in production of BTL marketing materials including product brochure, print, digital format and website updating, etc.;
- To liaise and coordinate with external agencies and vendors for marketing activity implementation;
- To support ad-hoc projects or activities.

Qualification

- University graduate with around 1-2 years' marketing-related experience;
- Good communications skills, detail-minded, a good team player and willing to learn;
- Proficiency in PC skills (MS Word, Excel, PowerPoint & MS Chinese Word);
- Good command of both written and spoken English and Chinese;
- Fresh graduate will also be considered.

Applicants please send your CV to Carnie.Chiu@Cigna.com directly as soon as possible.



Cigna International Corporation

Job Specification

Position Title:

Human Resources Assistant Executive (6-month)/ Full- or Part-time

Job Purpose:

The Human Resources Assistant Executive will report to the Senior Manager, Human Resources Hong Kong in support of all the administrative duties in the department.

Direct Reports :

Nil

Reports to:

Senior Manager, Human Resources Hong Kong

Core Values & Behaviours:

- Growth mindset
- Collaboration & communication
- Ownership & accountability
- Customer Focused

Critical Tasks and Expected Contributions/Results:

- Provide logistical and administrative support in all HR initiatives including Talent Acquisition, Compensation & Benefits, and Learning & Development.
- Support the team in resources planning and reporting through various systems and MS Excel.
- Administer HR-related documentation, such as contracts of employment, and record management in an accurate and timely manner to ensure all records are complete and retrievable.
- Ensure the relevant HR database is up to date, accurate and complies with legislation.
- Handle any ad hoc assignments as required.

Current State of Business/Organization/Operation:

- Aggressive growth strategy in business translates to requirement on rapid people transformation.
- One Cigna – change in sales model from product-driven to account-driven business development.
- Start-up stage for digital marketing which will be the strategic priority in the foreseeable future.
- New leadership team has recently been in place to drive transformation and changes.

Key Challenges/Anticipated Changes in Environment:

- Huge gap in mindset and culture is observed between new joiners and long-serving employees
- There is a lack of leadership capabilities in the middle management.
- Employee engagement is rather low.

Roadblocks to Success:

- Inability to execute
- Unable to adapt to constant changes and fast pace
- Lack of drive and detail-orientation

Developmental Value of Position:

- Application of academic knowledge to a fast-paced commercial environment
- Direct liaison with business and functional managers
- Acquire a flavor of how an HR function supports the business through people strategy

Experience/Knowledge, Education and Other Requirements:

- Tertiary education with administrative experience or undergraduate preferably in HR discipline
- High proficiency in Microsoft Office in particular for Excel
- High level of learning agility in a fast-paced environment
- Demonstration of good inter-personal capability and detail-orientation
- Strong communication skills in English and Cantonese (Written and Spoken)

Enterprise Competencies Required (Top 3-5):

- Learning and applying quickly
- Dealing with ambiguity
- Problem solving

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