



Vacancy

Marketing Coordinator

RF&G Life Insurance Company Ltd. is seeking a highly organized, detail-oriented Marketing Coordinator who will assist in implementing the Company's approved marketing activities to promote brand awareness, customer engagement and business growth. The position supports day-to-day marketing operations, content development, social media, events and basic reporting under Management's guidance.

Key Responsibilities

- Assist in implementing approved marketing campaigns, promotional activities, and company initiatives.
- Prepare and maintain monthly marketing calendars and coordinate scheduled activities.
- Create basic marketing materials, including social media graphics, flyers, brochures, and promotional content.
- Assist with managing the Company's social media platforms, including scheduling posts and monitoring engagement.
- Support the coordination of corporate events, health fairs, and community outreach initiatives.
- Assist with preparing monthly and quarterly marketing reports and maintaining records of marketing activities.
- Coordinate marketing requests from internal departments, insurance agents, and external vendors.
- Assist with internal communications, website content updates, and other digital marketing activities.
- Maintain organized marketing files, promotional materials, and expense records.
- Perform other marketing-related duties as assigned by the immediate supervisor.

Qualifications & Experience

- Associate's Degree in Marketing, Business Administration, Communications or a related field.
- 1-3 years marketing experience.
- Basic knowledge of social media platforms and digital marketing.
- Familiarity with Canva, Microsoft Office and basic graphic design tools.
- Willingness to learn about life and health insurance products and services.

Knowledge & Skills

- Basic understanding of marketing principles, branding, advertising, and promotional activities.
- Knowledge of social media platforms, including Facebook, Instagram, LinkedIn, and TikTok.
- Familiarity with digital marketing, content creation, and social media scheduling.
- Basic knowledge of graphic design tools such as Canva and Microsoft Office applications.
- Good written and verbal communication skills.
- Ability to prioritize assignments and meet deadlines.

All applications should be sent by email to vacancy@roesons.com no later than **October 30th, 2026**. Place in the subject "Marketing Coordinator"