



ST. KITTS-NEVIS-ANGUILLA NATIONAL BANK AND ITS SUBSIDIARIES

VACANCY NOTICE *Marketing Associate*



The Position:

The Marketing Associate is responsible for providing operational, administrative and logistical support for the Bank's marketing and communications activities; including campaigns, product development and launches, events, sponsorship activation, vendor coordination, departmental records and budget reconciliation.

Principal Duties and Responsibilities:

Skills and Abilities:

- Excellent attention to detail.
- Good verbal and written communication skills.
- Strong organization, numerical accuracy, record keeping and follow-through skills.
- Self-starter with the ability to manage multiple logistical deadlines.
- Ability to maintain trackers and produce clear status reports.
- Creative thinker with excellent time management skills.
- Proficiency in Microsoft Office Suite.

- Maintain campaign, event, sponsorship and product launch action checklists and follow up assigned deadlines.
- Coordinate approved logistics, venues, supplies, schedules, branch requirements, giveaways and distribution.
- Obtain quotations and prepare procurement support documents in accordance with approved procedures.
- Track purchases requisitions, purchase orders, vendor commitments, deliveries, invoices and outstanding items.
- Update the Marketing and Communications Unit's budget tracker and complete the monthly reconciliation to Finance reports.
- Prepare the reconciliation and variance summary for review by the Marketing and Communications Coordinator.
- Maintain product development and launch readiness trackers, meeting records, approvals and action logs.
- Maintain vendor, campaign, event, product, sponsorship, budget and promotional inventory records.
- Support onsite execution for events and complete post activity documentation, including lessons learned.

Qualifications and Experience:

- Five (5) CSEC or O'Level passes (including English and Mathematics/Principles of Accounts).

Preferred Qualifications and Experience

- Associate Degree or Diploma in Business Administration or a related field.
- Minimum of 6 months of experience in customer service.

Applications should be submitted with a Cover Letter and Résumé via e-mail to HR@sknanb.com or by mail addressed to: Chief Human Resources Officer, P O Box 343, Central Street, Basseterre, St. Kitts no later than **18 September 2026**.