



PR/096561 | Assistant Relationship Manager (SEA)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1574779

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 10th, 2026 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The client is a private bank. As an ARM, you will be involved in supporting the private bankers in servicing their HNW/UHNW client

Job Description:

- Assist relationship managers with account management, documentation, investment execution, and day-to-day client requests.
- Serve as the primary support contact for client queries, transactions, and administrative requests
- Prepare client presentations and assist in administrative matters relating to onboarding of new clients
- Identify cross-selling opportunities and assist in marketing bank products and services
- Maintain regular follow-up with clients regarding investment maturities, instructions, and service requirements
- Process trade orders and monitor client portfolios (eg. margin levels , upcoming maturities etc)
- Ensure full adherence to regulatory and compliance standards
- Maintain proper documentation and record keeping

Skills and requirements:

- Bachelor's degree in Finance, Business, Economics, or a related field

- 3 years of experience in private banking, wealth management, or financial services
- Strong understanding of financial products
- Excellent communication and interpersonal skills
- Strong analytical ability and attention to detail
- Preferably CACS certified

If you're interested in the above role, click on the 'apply' function now! Alternatively, you can contact Jayson jayson.wong@jac-recruitment.com for a confidential discussion.

We regret to inform that only shortlisted candidates will be notified.
We appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R26159681
EA Personnel Name: WONG HOE MENG

#LI-JACSG

#countrysingapore

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Company Description