



PR/096876 | Client Service Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1585831

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 19th, 2026 08:00

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

Company Overview

A company in the investment management industry is hiring for a Client Services Manager position. This role offers the opportunity to be part of a growing Asia-focused platform, supporting regional expansion and working closely with senior leadership and business development teams. The environment is fast-paced and entrepreneurial, with exposure to institutional investors across multiple Asian markets.

Job Description

- Support the expansion of a regional pipeline of potential distribution partners across East Asia and Southeast Asia, including private banks, family offices, and securities firms.
- Assist in identifying new business opportunities and coordinating outreach to prospective clients, while supporting ongoing engagement with existing distribution partners.
- Work with internal teams such as investment research, product development, and compliance to support the preparation of marketing materials and customized investment solutions aligned with client needs.
- Coordinate logistics, materials preparation, and follow-ups for sales and marketing initiatives, including roadshows,

investor presentations, webinars, and conferences.

- Provide client servicing support throughout the deal subscription process and post-investment reporting, ensuring professionalism, confidentiality, and accuracy in all client interactions.
- Ensure adherence to internal policies and external regulatory requirements, upholding ethical and transparent business practices.
- Collaborate closely with regional teams to support revenue objectives, key performance indicators, and the broader growth strategy.

Qualifications

- A good university degree in finance, economics, business, or a related field, or relevant industry experience considered on a case-by-case basis.
- One to two years of experience in client servicing, business development, sales, or relationship management within a relevant financial sector.
- Foundational knowledge of financial markets, investment products, and regulatory frameworks, with familiarity in alternative investments considered an advantage.
- Ability to build and manage relationships with distribution partners and institutional clients.
- Proficiency in Chinese with strong written and presentation skills to liaise with Chinese counterparties
- Self-motivated and adaptable, able to perform in a dynamic environment with minimal supervision.
- Strong interpersonal, communication, and coordination skills.
- Proficiency in Microsoft Excel, PowerPoint, and Word.

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026

#LI-JACSG

#countrysingapore

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description