



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

June 16th, 2026 13:01

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.
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#countrysingapore

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