



PR/096930 | Assistant Relationship Manager (SEA)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1586482

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 09:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Overview

A leading global financial institution with a strong presence across more than 30 countries is seeking a **Assistant Relationship Manager** to join its Wealth Management division **SEA Desk** in Singapore.

This role offers the opportunity to work within a dynamic and client-focused environment, supporting high-net-worth individuals and families with bespoke financial solutions and exceptional service.

Key Responsibilities

- Provide end-to-end support in client servicing, relationship management, and account maintenance to assist Relationship Managers in their business development efforts.
- Respond to client inquiries related to account documentation, transaction activity, statements, and general product or service information.

- Coordinate with clients, internal support teams, and external service providers to ensure timely execution of transactions and delivery of services.
- Support client onboarding and offboarding processes, including pre-checks and periodic account reviews.
- Ensure all operational activities comply with internal policies and regulatory requirements.
- Accurately execute and report orders across various asset classes, including equities, foreign exchange, structured products, and fixed income.
- Provide administrative and secretarial support, including logistics coordination for meetings and business travel.
- Perform additional duties as assigned by the supervisor.

Requirements

- Bachelor's degree from a recognized institution.
- CACS Paper 1&2
- At least 3 years of experience in client servicing or relationship management within the wealth management or private banking sector.
- Solid understanding of investment products, financial planning, and wealth management principles.
- Strong communication and interpersonal skills, with a client-centric and detail-oriented approach.
- Ability to manage multiple tasks efficiently and work collaboratively within a team environment.

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