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JAC Recruitment Singapore

PR/097194 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1599665

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 7th, 2026 16:00

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

OVERVIEW

Our client is a leading global investment manager, providing its clients with a wide range of innovative investment strategies including global, regional and single country equities, high yield bonds, alternative investments and global fixed income strategies.

Summary

As the Executive Assistant, you will provide comprehensive administrative support to three Senior Managing Directors within the International Wealth Management division's COO/CAO area. This position requiring exceptional multitasking abilities and strong attention to detail to support senior leadership and divisional operations.

Key Responsibilities

- Provide dedicated executive assistant services to three Senior Managing Directors.

- Manage complex calendars, scheduling meetings, appointments, and conference calls across multiple time zones.
- Coordinate comprehensive travel arrangements including flights, accommodations, ground transportation, and itineraries.
- Process and submit travel and expense (T&E) reports in accordance with company policies.
- Office Administration & Logistics: Serve as primary liaison with IT and Corporate Real Estate Services (CRES) for office-related matters.
- Coordinate office logistics, space planning, and administrative requirements.
- Onboarding & New Hire Administration: Facilitate comprehensive onboarding processes for new staff members.
- Process Identity and Access Control (IAC) requests for system access.
- Coordinate computer access setup including desktop, VDI, and RDP configurations.
- Arrange hardware provisioning including laptops, CISCO phones, and other IT equipment.
- Graduate & Internship Program Support: Provide administrative support for IWM Graduate and Internship programs.
- Coordinate program logistics, scheduling, and participant communications.
- Assist with program documentation and reporting requirements.
- Additional Administrative Duties: Process and issue name cards for staff members.
- Support new joiner orientation scheduling and coordination.
- Maintain accurate records and filing systems.
- Handle ad-hoc administrative projects as required.

Requirements

- Minimum Degree in Business or Finance.
- Minimum 3 years' experience providing executive assistant support to C-suite or senior management level executives.
- Minimum 2 years of experience working within financial services or Private Wealth management environments with understanding of compliance and regulatory frameworks.
- Demonstrated expertise in complex calendar management across multiple time zones and comprehensive travel coordination using professional booking systems.
- Excellent communication skills, both written and verbal, with a keen attention to detail.
- Discretion and confidentiality when dealing with sensitive information.
- Ability to read financial statements is desirable, but not a must.
- Ability to work independently and collaboratively in a fast-paced environment.

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Reg No. R1879356
EA Personnel Name: Tan Deshun

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#countrysingapore

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Company Description