



PR/097120 | Operation Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1600943

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Hedge Fund Operation Role!

Roles:
Back-Office Operations:

- Perform trade position and P&L reconciliation
- Update portfolio positions and IPO allocations
- Prepare NAV reports and generate estimated NAV
- Conduct checks on stock borrow positions, large shareholdings, and short positions
- Support FX hedge rollovers and adjustments

Administrative Support:

- Prepare and process expense claims
- Assist with ad-hoc tasks assigned by the Director
- Handle general administrative duties

Requirements:

- Diploma or higher qualification
- Minimum 3 years of relevant working experience
- Preferably with back-office experience in a fund management company
- Relevant work experience
- A strong willingness to learn and a proactive attitude toward self-development
- A stable career history with no significant job-hopping pattern
- Proficient in Microsoft Office applications (especially Excel)
- Japanese language skills are not mandatory, but fluency in Japanese is an advantage and may command a higher salary

※ Hybrid Working Arrangement (2 Days a week WFH)

※ Holidays aligned with the Japanese calendar, not Singapore calendar

※ Working hours: 7:00 AM – 5:00 PM (Mon-Fri)

※ EP holders are welcome to apply (Applicable only to graduates of institutions awarded 20 points under COMPASS Criterion 2 (Qualifications))

- S\$4-7K per month (Depends on experience and current pay)
- 1 months AWS
- Discretionary Bonus (Depends on your performance and company performance)

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Company Description