



PR/097362 | Assistant Relationship Manager, Private Banking

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1602414

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 01:00

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

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The Assistant Relationship Manager (ARM) is a key member of the Private Banking team. He/she supports the Relationship Manager (RM) and Group Head (GH) in daily operations, administration, client servicing, and relationship management. The ARM interacts with both internal and external stakeholders, provides clients with relevant information, and supports the RM in delivering customized solutions while ensuring excellent client service.

Key Responsibilities

- Support Relationship Managers in servicing and growing client portfolios, acting as a key liaison for client needs.
- Assist in providing tailored financial advice across investments, lending, wealth structuring, and strategic planning.
- Oversee the efficient execution of day-to-day transactions, including securities trades, foreign exchange (FX) conversions, loan drawdowns, and payments.

- Monitor client portfolios and support the development of investment and wealth management strategies.
- Prepare and deliver customized reports, tax documentation, and investment materials to clients and their advisors.
- Coordinate account opening and onboarding processes for new clients, and manage documentation related to credit facilities and compliance requirements.
- Maintain high standards of client service, ensuring all communications are handled promptly and professionally.
- Liaise with internal teams, including Operations and Compliance, to ensure smooth and compliant service delivery.
- Ensure compliance with regulatory requirements, company policies, and internal controls.
- Perform other ad hoc duties and tasks as assigned by supervisors and management.

Requirements

- A university degree and relevant experience in private wealth management, private banking, or financial services.
- Strong administrative and analytical skills, with keen attention to detail and a commitment to compliance.
- Excellent interpersonal, verbal, and written communication skills.
- Client-focused, proactive, and able to thrive in a fast-paced environment.
- Proficient in Microsoft Office applications, particularly Excel, Word, Outlook, and PowerPoint.
- Possession of CACS Papers 1 and 2 is required.
- CMFAS Modules 1B, 5, 6A, and 8A certifications are preferred.

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
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EA Personnel Name: Tan Deshun

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#countrysingapore

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Company Description