JAC Recruitment

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JAC Recruitment Singapore

PR/097345 | Senior Operations Manager

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1604802

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 17:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION
Looking for a Senior Operations Manager, and you will be responsible for:

- **Leading and managing all operational functions of a fund management company. This includes ensuring the smooth, efficient, and compliant execution of middle- and backoffice activities, while working closely with**

  sales, business development, and external service provider teams.

- **Overseeing the internal operations of the Singapore office, managing relationships with outsourced partners such as payroll providers, insurers, corporate secretaries, accountants, and compliance consultants.**

This is a hands-on role in a start-up environment, requiring strategic thinking, versatility and the ability to juggle multiple responsibilities.
High energy, strong execution, and the ability to self-manage and drive projects independently are essential for success in this position.

This Financial Institution is a Monetary Authority of Singapore(MAS)licensed fund management company based in Singapore. They specialize in delivering customized privatemarket solutions tailored to the needs of wealth management clients. Their platform enables partners to enhance operational efficiency, deepen client engagement, a high-net-worth individuals and family offices.

JOB RESPONSIBILITIES

<u>Office Operational Management:</u>

- **Oversee the day-to-day administrative functions of the Singapore office to ensure a smooth and efficient working environment.**
- **Provide administrative support to the sales and business development teams, including assistance with reviewing legal documents and related tasks.**
- **Manage HR functions such as payroll, employee onboarding, and talent management.**
- **Coordinate with the Operations Manager at the Japan headquarters on internal administrative matters.**

<u>Compliance & Risk Management: (NOT THE PRIORITY!)</u>

- **Collaborate with internal and external compliance teams to ensure adherence to MAS regulatory requirements.**
- **Maintain and regularly update the firm's operational policies and procedures.**
- **Identify operational risks and implement appropriate controls and best practices to mitigate them.**
- **Ensure full compliance with internal policies and external regulations, upholding the firm's commitment to ethical and transparent business practices.**

<u>Finance & Accounting:</u>

- **Work closely with the external accounting firm to manage bookkeeping and ensure accurate records of all financial transactions.**
- **Monitor cash flow regularly to ensure the company meets its financial obligations in a timely manner.**
- **Provide financial insights to management to support cost control, budgeting, and long-term financial**

planning.

Vendor Management:

- **Serve as the primary point of contact between vendors and internal stakeholders to ensure effective communication and issue resolution.**
- **Identify and evaluate potential vendors for office supplies, technology, and facilities, considering factors such as cost, service quality, and reliability.**
- **Negotiate service-level agreements (SLAs) and payment terms, ensuring all contracts undergo proper legal and compliance review prior to execution.**

Fund Support:

- **Coordinate with external service providers - including legal counsel, fund administrators, and auditors - on fund-related matters such as fund formation, capital calls and distributions, and annual audits.**
- **Support new fund launches, client onboarding, and process improvement initiatives across fund operations.**
- **Review quarterly financial statements prepared by fund administrators and ensure timely distribution to investors.**

QUALIFICATIONS

- **Bachelor's degree or diploma in Finance, Accounting, Economics, or a related field.**
- **Experience in office management and investment operations, preferably within an asset management or fund management firm.**
- **Background in compliance is a plus.**
- **Strong understanding of financial instruments, fund structures, and regulatory frameworks.**
- **Excellent organizational, analytical, and communication skills.**
- **Self-motivated and driven, with high integrity and the ability to thrive in a fast-paced, entrepreneurial environment with minimal supervision.**
- **Adaptable to evolving business needs and client expectations.**
- **Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word).**

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R22109162
EA Personnel Name: Tan Wan Ting

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#countrysingapore

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Company Description