



PR/097406 | Senior Operations Manager

Job Information

Recruiter
[JAC Recruitment Singapore](#)
Job ID

1604807

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

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

POSITION
[About the Role](#)

The Client Services Manager will play a key role in expanding the firm's presence across Singapore, Japan and the rest of Asia. The candidate will provide administrative and client support to the Chief Commercial Officer and Business Development team in identifying new business opportunities, cultivating relationships with institutional investors, and enhancing the firm's strategic partnerships. Responsibilities would include the preparation and dissemination of marketing materials, coordinating client follow-ups, and client servicing support across the deal subscription process and post-investment reporting, etc. The candidate will report directly to the Chief Commercial Officer.

JOB RESPONSIBILITIES

- Support the development and maintenance of a strong regional pipeline of potential distribution partners across East Asia (Hong Kong, Japan, Korea, Taiwan) and Southeast Asia (Singapore, Indonesia, Malaysia, Thailand), with a focus on, but not limited to, private banks, single and multi-family offices and securities firms.

- Assist in expanding distribution network by identifying and coordinating outreach to potential clients and supporting ongoing engagement with existing distribution partners, including gathering client requirements and assisting in aligning company's products with client needs to provide tailored investment solutions.
- Collaborate with internal teams – including investment research, product development, and compliance – to support the creation of marketing materials in response to client needs, and the development of customized investment solutions.
- Support the execution of sales and marketing strategies, including roadshows, investor presentations, webinars, and conferences through logistics coordination, materials preparation, and follow-up.
- Provide client servicing and relationship support, ensuring a high level of confidentiality and integrity in handling client communications, documentation, and reporting.
- Ensure full compliance with internal policies and external regulatory requirements, maintaining the firm's commitment to ethical and transparent business practices.
- Work closely with the Singapore and Japan teams to support revenue objectives and key performance indicators (KPIs) while contributing to the execution of the firm's overall growth strategy.

QUALIFICATIONS

- A good university degree in finance, economics, business, or a related field. Relevant industry experience may be considered in place of a degree in these fields on a case-by-case basis.
- Experience as an assistant relationship manager in a private bank, or in business development, sales, or client relations within a relevant financial sector.
- Candidates with strong financial investment products or technical expertise with no direct sales experience may be considered on a case-by-case basis.
- Solid foundational knowledge of financial markets, investment products, and applicable regulatory frameworks, as well as familiarity with alternative investments, will be a plus.
- Proven ability to build and manage relationships with distribution channels for financial products.
- Proficiency in Chinese, with strong written and presentation skills, will be a significant advantage as some of our clients understand minimal English.
- Self-motivated and driven, able to thrive in a fast-paced, entrepreneurial environment with minimal supervision.
- Strong interpersonal, communication, and negotiation skills to engage effectively with clients and partners.
- Ability to adapt to evolving business environments and client needs.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word).
- Only shortlisted candidates will be notified.

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