



PR/097407 | Associate / Sr. Associate, APAC Projects and Change

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1604808

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 3 years

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

JOB REQUIREMENTS

- **Business Analysis & Solutioning**

- Analyze and document business requirements, trading/settlement workflows and operational impacts
- Support shaping of target workflows and controls, working closely with internal teams and external counterparties
- Gather market insights and validate practical solutions with brokers, custodians, and service providers

- **Project Delivery & Coordination**

- Contribute to end-to-end delivery of APAC initiatives (market, product, and regulatory/operational changes)
- Track timelines, identify risks and dependencies, and escalate issues as needed

- Drive follow-ups, track milestones, and support issue resolution

- **Stakeholder Management**

- Coordinate across regional and global stakeholders (PMs, Traders, Operations, Technology, Legal, Compliance) supporting alignment on requirements, timelines and deliverables.
- Provide clear and structured updates on progress and issues

- **Market & External Engagement**

- Engage brokers, custodians, and service providers to gather and validate market intelligence, applying insights to refine workflows, identify implementation considerations, and support best practices and operational readiness across initiatives.

QUALIFICATIONS

- 3–5 years' experience in the investment management industry, with exposure to Operations, Settlements, or Middle Office roles
- Solid understanding of the trade lifecycle (execution, funding, confirmation, settlement)
- Working knowledge of key asset classes in Fixed Income, Equities, FX, and Derivatives
- Strong coordination, stakeholder management, and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Ability to work effectively across cross-functional teams
- Familiarity with APAC EM markets (e.g., China, India, Korea, Taiwan) beneficial
- Strong Excel skills required; exposure to VBA, SQL, Python, and/or automation/AI tools beneficial
- Comfortable working in a project-based environment; pro-active, adaptable and willing to learn in a dynamic setting

**We regret to inform that only shortlisted candidates will be notified.
We appreciate your understanding. Candidates requiring visa need not to apply.**

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

#LI-JACSG

#countrysingapore

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Company Description