



PR/160930 | OPERATIONS MANAGER (INVESTMENT / PE / VC) - Well established MNC Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607180

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 13:00

General Requirements

Minimum Experience Level

Over 6 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

JOB DESCRIPTIONS:-

- Coordinate end-to-end investment transaction execution, including AML/KYC reviews, transaction documentation and deal closing deliverables to ensure timely and compliant execution.
- Manage investment operations and compliance processes, conducting ongoing AML/KYC due diligence and monitoring of portfolio funds and companies throughout the investment lifecycle.
- Act as a key liaison between investment, fund administration, legal, and compliance teams, ensuring alignment on transaction requirements, documentation standards, reporting obligations, and operational matters.
- Support portfolio management and investor reporting activities, including preparation of investment committee materials and minutes

JOB REQUIREMENTS

- Degree in a relevant discipline with experience in financial services, investment operations, venture capital, or private equity.
- Knowledge of AML/KYC requirements and investment documentation.

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Company Description