



PR/097492 | Assistant Relationship Manager, GCNA

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1607201

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 13:00

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

Our client, a Singapore based private bank, is looking for an Assistant Relationship Manager for their North Asia desk. They are committed to attracting and developing exceptional talent. They foster a culture built on openness, collaboration, and fairness, and invest in our people through programmes that support both professional and personal growth.

In addition to competitive remuneration, they offer a range of non-financial benefits and opportunities for career development within a broad global network. If you are driven, passionate, and motivated to succeed, we invite you to explore this rewarding opportunity.

Job Description:

- Assist relationship managers with account management, documentation, investment execution, and day-to-day client requests.
- Serve as the primary support contact for client queries, transactions, and administrative requests

- Prepare client presentations and assist in administrative matters relating to onboarding of new clients
- Identify cross-selling opportunities and assist in marketing bank products and services
- Maintain regular follow-up with clients regarding investment maturities, instructions, and service requirements
- Process trade orders and monitor client portfolios (eg. margin levels , upcoming maturities etc)
- Ensure full adherence to regulatory and compliance standards
- Maintain proper documentation and record keeping

Skills and requirements:

- Bachelor's degree in Finance, Business, Economics, or a related field
- 3 years of experience in private banking, wealth management, or financial services
- Strong understanding of financial products
- Excellent communication and interpersonal skills
- Strong analytical ability and attention to detail
- Preferably CACS certified
- Proficiency in Mandarin is essential to support Mandarin speaking clients

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R26159681
EA Personnel Name: WONG HOE MENG

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description