

PR/097499 | Business Support Executive

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1607203

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 16:00

General Requirements

Minimum Experience Level
Over 3 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

Business Support Executive (Executive Assistant & Business Development Support)
Location: Singapore
Reporting To: Managing Director
Employment Type: Full-Time

About the Role
We are seeking a highly organized, proactive, and commercially minded Business Support Executive to support the Managing Director of a financial advisory firm specializing in insurance solutions. This is a dual-function role combining Executive Assistant responsibilities with Business Development Support activities.

The successful candidate will play a key role in ensuring smooth day-to-day operations while supporting the firm's growth initiatives through lead generation, client engagement coordination, and business development activities. This position is ideal for an individual who thrives in a fast-paced environment, enjoys interacting with clients, and possesses strong organizational and communication skills.

Key ResponsibilitiesExecutive Assistant & Business Support

- Provide comprehensive administrative and executive support to the Managing Director.

- Manage calendars, appointments, meetings, and travel arrangements.
- Coordinate internal and external meetings, including preparation of agendas, minutes, and follow-up actions.
- Screen and manage correspondence, emails, and phone communications.
- Prepare presentations, reports, proposals, and business documentation.
- Maintain client records and databases with accuracy and confidentiality.
- Support regulatory, compliance, and administrative requirements relevant to the financial advisory business.
- Coordinate events, seminars, webinars, and client engagement activities.
- Liaise with internal stakeholders, insurers, partners, and clients on behalf of the Managing Director.
- Handle ad hoc projects and administrative assignments as required.

Business Development & Lead Generation

- Support the firm's client acquisition and business growth initiatives.
- Conduct market research to identify potential clients, referral partners, and business opportunities.
- Build and maintain prospect databases and CRM records.
- Generate and qualify leads through various channels including networking, referrals, digital platforms, and outreach campaigns.
- Schedule appointments and meetings between qualified prospects and financial consultants.
- Assist in developing and executing marketing and client engagement campaigns.
- Follow up with prospective clients and maintain ongoing communication pipelines.
- Monitor lead conversion progress and provide regular reports to management.
- Support client onboarding and relationship management activities.
- Identify opportunities to strengthen partnerships and referral networks.

RequirementsQualifications & Experience

- Diploma or Degree in Business Administration, Marketing, Finance, Communications, or a related discipline.
- Minimum 2-5 years of relevant experience in executive support, business administration, sales support, or business development.
- Experience within financial services, insurance, banking, wealth management, or professional services will be advantageous.
- Familiarity with CRM systems and Microsoft Office applications.

Skills & Competencies

- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Professional and confident interpersonal skills.
- Ability to work independently while managing multiple priorities.
- Strong attention to detail and commitment to accuracy.
- Proactive, resourceful, and solutions-oriented mindset.
- Commercial awareness and interest in business development activities.
- High level of integrity and discretion in handling confidential information.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Preferred Attributes

- Experience supporting senior executives or business owners.

- Exposure to lead generation, sales support, or client relationship management.
- Familiarity with LinkedIn and other business networking platforms.
- Understanding of Singapore's financial advisory or insurance industry would be advantageous.
- Entrepreneurial mindset with a desire to contribute to business growth.

What We Offer

- Opportunity to work closely with the Managing Director and gain broad business exposure.
- Dynamic and collaborative working environment.
- Professional development and career growth opportunities.
- Competitive salary and performance-based incentives.
- Exposure to the financial advisory and insurance industry.

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#countrysingapore

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Company Description