

PR/097502 | ARM - PB

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1607792

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 19:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview
A company in the banking and financial services industry is hiring for an ARM - PB position.

This is an excellent opportunity to join a dynamic wealth management team and play a key role in supporting client servicing, investment execution, and operational processes. The role offers broad exposure to investment products and close collaboration with relationship managers, product teams, and operations functions to deliver a high standard of service to clients.

Job Description

- Coordinate closely with Product Development, Operations, and other internal stakeholders to support day-to-day business activities.
- Perform Know Your Customer (KYC) and Anti-Money Laundering (AML) checks, ensuring all processes, documentation, and regulatory requirements are completed accurately.
- Support Relationship Managers in providing investment market updates and facilitating the execution of OTC and listed investment products, including foreign exchange, bonds, equities, funds, and structured products.

- Maintain and update client records, transaction reports, and other client-related data to ensure accuracy and completeness.
- Monitor investment product dealing infrastructure, processes, and systems while managing sales documentation, product agreements, and service level agreements.
- Provide administrative and client support to Relationship Managers to ensure a seamless client experience.
- Contribute to the delivery of excellent customer service and enhance the overall client experience.

Qualifications

- Bachelor's degree or above in Finance, Accounting, Economics, Business Administration, or a related discipline.
- Good understanding of economics, investment products, and market practices within the wealth management business.
- Proficiency in both written and spoken English and Mandarin to support communication with China-based clients.
- Strong organizational and multitasking abilities, with the capacity to manage multiple priorities and work effectively in a fast-paced environment.
- Detail-oriented with a commitment to maintaining high standards of accuracy and compliance.
- Ability to collaborate effectively with internal stakeholders and support client-facing teams.

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

EA: JAC Recruitment Pte. Ltd.
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