

PR/097504 | Assistant Key Manager

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1607794

Industry
IT Consulting

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 03:00

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

Company Overview:
Our client is a globally recognized cybersecurity and digital trust provider, delivering solutions in digital identity, authentication, encryption, and secure digital transactions.

Key Responsibilities:
• Support day-to-day operational management and critical business processes.
• Participate in the planning, coordination, execution, and documentation of critical operational processes.
• Maintain records, inventories, procedures, and related documentation in accordance with organizational requirements.
• Ensure compliance with applicable standards, regulations, and internal policies.
• Identify and implement process, control, and workflow improvements.
• Contribute to the development, review, and enhancement of CP, CPS, security policies, and operational procedures.
• Collaborate with cross-functional teams to achieve operational and business objectives.
• Build the skills, knowledge, and competencies required to assume greater responsibilities over time.

• Act as a backup for the Manager when required, following appropriate training and authorization.

Requirements:
• Bachelor's Degree in Information Technology, Computer Science, Engineering, Business, or a related discipline.
• At least 3 to 5 years of experience in technology, operations, compliance, project delivery, engineering, or other related fields.
• Strong analytical thinking, problem-solving skills and organizational skills.
• Good understanding of technology, operational processes, or governance principles.
• Ability to meet applicable organizational security, confidentiality, and background screening requirements.
• Ability to work effectively in structured, process-driven environments.
• Experience in at least two areas such as security, systems administration, networking, compliance, identity management, or cryptography-related functions.
• Strong stakeholder engagement skills, experience working with internal stakeholders, customers, auditors, regulators, or external partners is an advantage.
• Experience with documentation, change management, or governance processes.

Desired Soft Skills:
• High integrity, accountability, and ownership.
• Strong attention to detail, organization, and documentation skills.
• Self-motivated with a continuous learning mindset.
• Able to work calmly and effectively in sensitive or high-pressure situations.

• Strong communication, stakeholder management, and knowledge-sharing abilities.
• Strategic thinker with leadership potential.
• Committed to operational excellence and developing deep functional expertise.

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

Sharon Hong (R25128240)

JAC Recruitment Pte. Ltd. (90C3026)
#LI-JACSG

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