



シンガポールの求人なら
JAC Recruitment Singapore

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

September 1st, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

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

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Company Description