

PR/097739 | Portfolio Associate / Senior Associate

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1616044

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 07:00

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

About the Opportunity

Our client is a globally recognised investment management firm with a strong presence across public and private markets. The organisation manages diversified investment strategies across fixed income, equities, multi-asset, and alternative investments, serving institutional and sophisticated investors worldwide.

Due to continued growth, they are looking to hire a Portfolio Associate / Senior Portfolio Associate to support portfolio management and investment operations teams in Singapore. This role offers extensive exposure to portfolio managers, traders, risk professionals, and investment specialists within a highly collaborative environment.

Key Responsibilities

- Support portfolio management activities across Equities, Emerging Markets, Multi-Asset and Alternative Investment strategies.
- Monitor portfolio exposures, risks, and performance using portfolio analytics and risk management tools.

- Work closely with portfolio managers and traders to ensure efficient portfolio implementation and rebalancing.
- Monitor portfolios against client mandates, investment guidelines, and internal risk limits.
- Assist with trade lifecycle management, including issue identification, escalation, and resolution.
- Coordinate portfolio funding activities, account transitions, and cash flow management.
- Conduct portfolio performance, attribution, and risk analysis.
- Maintain portfolio data accuracy and support risk classification and reporting processes.
- Drive process improvements through data analytics, automation, and AI-enabled tools.
- Partner with Investment, Compliance, Operations, and Risk teams on portfolio and operational initiatives.
- Provide ad hoc support for investment, trading, and portfolio management projects.

Requirements

- Bachelor's Degree in Finance, Economics, Mathematics, Engineering, Computer Science, or another quantitative discipline.
- Approximately 3+ years of relevant experience within asset management, investment management, private banking, hedge funds, or financial services.
- Strong understanding of investment products, including equities, fixed income, foreign exchange, and derivative instruments.
- Experience supporting portfolio management, trading, fund operations, investment risk, or investment reporting functions.
- Strong analytical and problem-solving skills with the ability to perform in a fast-paced environment.
- Advanced Microsoft Excel skills.
- Programming or data analytics experience in Python, SQL, VBA, Power BI, or similar tools would be advantageous.
- Familiarity with automation, workflow enhancement, data visualisation, or AI-enabled productivity tools is highly desirable.
- Good understanding of portfolio construction, portfolio risk concepts, and investment markets.
- Excellent communication and stakeholder management skills.
- Ability to support regional market coverage, including occasional early morning schedules when required.

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#countrysingapore

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Company Description