



PR/097787 | Client Service Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1618599

Industry

Legal

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:29

General Requirements

Minimum Experience Level

Over 6 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

Role: Client Service Manager

Location: Singapore

About the Company

Our client is an established international professional services organization supporting a global portfolio of private and corporate clients. With a strong presence across multiple jurisdictions, the firm delivers specialised advisory and client solutions to clients worldwide.

This is an exciting opportunity for an experienced client-facing professional to manage key client relationships, coordinate international engagements, and work closely with stakeholders across different countries.

About the Role

As a Client Service Manager, you will serve as the primary liaison for a portfolio of international clients, ensuring exceptional service delivery and seamless coordination across multiple stakeholders and jurisdictions.

The role combines relationship management, project coordination, and client service excellence within a fast-paced and professional environment.

Key Responsibilities

- Act as the primary point of contact for a portfolio of international clients.
- Build and maintain strong relationships with clients and key stakeholders.
- Coordinate cross-border projects and ensure timely execution of deliverables.
- Manage project timelines, documentation, and follow-up activities.
- Oversee client onboarding and ongoing engagement processes.
- Ensure a high standard of client service and stakeholder satisfaction.
- Address client enquiries and resolve issues in a timely and professional manner.
- Support business development initiatives and proposal preparation when required.

Requirements

- At least 8-10 years of experience in client servicing, account management, relationship management, or a similar client-facing role.
- Experience within professional services, advisory, consulting, legal, financial services, corporate services, trust, or private wealth environments will be advantageous.
- Strong stakeholder management and communication skills.
- Proven ability to manage multiple projects and priorities simultaneously.
- Highly organised with strong attention to detail.
- Proficiency in Microsoft Office applications, particularly Excel and PowerPoint.
- Degree in Business, Finance, Accounting, Law, or a related discipline preferred.

What's on Offer

- Exposure to international clients and cross-border projects.
- Opportunity to work within a specialised professional services environment.
- Collaborative and multicultural working environment.
- High level of client interaction and stakeholder engagement.
- Regional and global exposure.

Ready to Take the Next Step?

Interested applicants, please click [APPLY NOW](#).

Do note that we will only be in touch if your application is shortlisted.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

#LI-JACSG

#countrysingapore

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Company Description