

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
November 3rd, 2026 08:00

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