

PR/097902 | Associate, Real Estate Portfolio Management

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1623991

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:53

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Associate, Real Estate Portfolio Management
Manage and monitor the performance of real estate investments across the APAC region, working closely with external asset managers, internal stakeholders, and the Japan headquarters to drive portfolio performance and support investment decisions.

Key Responsibilities

- Monitor property performance, including rental income, occupancy rates, and financial results.
- Analyze investment performance against budgets, business plans, and underwriting assumptions.
- Review monthly and quarterly reports prepared by external asset managers.
- Identify issues and discuss improvement initiatives with relevant stakeholders.
- Prepare investment and portfolio performance reports for the Japan headquarters.
- Conduct market research and portfolio analysis to support investment strategy.

- Coordinate with external advisors, including lawyers, accountants, tax consultants, and valuers.
- Monitor and manage invested assets and relationships with operating and asset management partners.

Requirements

- Bachelor's Degree in Real Estate, Finance, Business, Economics, or a related discipline.
- Minimum 3 years of relevant experience in Real Estate Portfolio Management, Real Estate Investment Management, Risk Management, Structured Finance, Real Estate Finance, or related financial services.
- Strong knowledge of real estate financial modelling, investment management, capital markets, and financing structures.
- Advanced analytical skills with strong proficiency in Excel and PowerPoint.
- Excellent communication and stakeholder management skills.
- Ability to work independently in a fast-paced, multicultural environment.

Language Requirements

- Business-level English is required.
- Japanese language capability would be advantageous due to regular interaction with the headquarters in Japan, but is not mandatory.

Salary: S$4,000 - 5,500 per month + AWS + Discretionary Bonus
Why Join
This is an excellent opportunity to gain exposure to institutional real estate investments across the APAC region and work closely with senior investment professionals, external asset managers, and stakeholders across multiple jurisdictions.

JAC Recruitment Pte. Ltd

EA Personnel Name: Kayama Shuei

EA Personnel Registration Number:R1105666

EA License Number: 90C3026

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Company Description