



PR/096930 | Assistant Relationship Manager (SEA)

募集職種

人材紹介会社

ジェイエイシーリクルートメント シンガポール

求人ID

1586482

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年05月12日 11:01

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Overview

A leading global financial institution with a strong presence across more than 30 countries is seeking a **Assistant Relationship Manager** to join its Wealth Management division **SEA Desk** in Singapore.

This role offers the opportunity to work within a dynamic and client-focused environment, supporting high-net-worth individuals and families with bespoke financial solutions and exceptional service.

Key Responsibilities

- Provide end-to-end support in client servicing, relationship management, and account maintenance to assist Relationship Managers in their business development efforts.
- Respond to client inquiries related to account documentation, transaction activity, statements, and general product or service information.

- Coordinate with clients, internal support teams, and external service providers to ensure timely execution of transactions and delivery of services.
- Support client onboarding and offboarding processes, including pre-checks and periodic account reviews.
- Ensure all operational activities comply with internal policies and regulatory requirements.
- Accurately execute and report orders across various asset classes, including equities, foreign exchange, structured products, and fixed income.
- Provide administrative and secretarial support, including logistics coordination for meetings and business travel.
- Perform additional duties as assigned by the supervisor.

Requirements

- Bachelor's degree from a recognized institution.
- CACS Paper 1&2
- At least 3 years of experience in client servicing or relationship management within the wealth management or private banking sector.
- Solid understanding of investment products, financial planning, and wealth management principles.
- Strong communication and interpersonal skills, with a client-centric and detail-oriented approach.
- Ability to manage multiple tasks efficiently and work collaboratively within a team environment.

We regret to inform that only shortlisted candidates will be notified.
Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R26159681
EA Personnel Name: WONG HOE MENG

#LI-JACSG #countrysingapore

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

会社説明