



PR/097194 | Executive Assistant

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

1599665

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06月26日 11:50

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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

Our client is a leading global investment manager, providing its clients with a wide range of innovative investment strategies including global, regional and single country equities, high yield bonds, alternative investments and global fixed income strategies.

Summary

As the Executive Assistant, you will provide comprehensive administrative support to three Senior Managing Directors within the International Wealth Management division's COO/CAO area. This position requiring exceptional multitasking abilities and strong attention to detail to support senior leadership and divisional operations.

Key Responsibilities

- Provide dedicated executive assistant services to three Senior Managing Directors.

- Manage complex calendars, scheduling meetings, appointments, and conference calls across multiple time zones.
- Coordinate comprehensive travel arrangements including flights, accommodations, ground transportation, and itineraries.
- Process and submit travel and expense (T&E) reports in accordance with company policies.
- Office Administration & Logistics: Serve as primary liaison with IT and Corporate Real Estate Services (CRES) for office-related matters.
- Coordinate office logistics, space planning, and administrative requirements.
- Onboarding & New Hire Administration: Facilitate comprehensive onboarding processes for new staff members.
- Process Identity and Access Control (IAC) requests for system access.
- Coordinate computer access setup including desktop, VDI, and RDP configurations.
- Arrange hardware provisioning including laptops, CISCO phones, and other IT equipment.
- Graduate & Internship Program Support: Provide administrative support for IWM Graduate and Internship programs.
- Coordinate program logistics, scheduling, and participant communications.
- Assist with program documentation and reporting requirements.
- Additional Administrative Duties: Process and issue name cards for staff members.
- Support new joiner orientation scheduling and coordination.
- Maintain accurate records and filing systems.
- Handle ad-hoc administrative projects as required.

Requirements

- Minimum Degree in Business or Finance.
- Minimum 3 years' experience providing executive assistant support to C-suite or senior management level executives.
- Minimum 2 years of experience working within financial services or Private Wealth management environments with understanding of compliance and regulatory frameworks.
- Demonstrated expertise in complex calendar management across multiple time zones and comprehensive travel coordination using professional booking systems.
- Excellent communication skills, both written and verbal, with a keen attention to detail.
- Discretion and confidentiality when dealing with sensitive information.
- Ability to read financial statements is desirable, but not a must.
- Ability to work independently and collaboratively in a fast-paced environment.

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Reg No. R1879356
EA Personnel Name: Tan Deshun

#LI-JACSG

#countrysingapore

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会社説明