



PR/097120 | Operation Executive

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

1600943

業種

監査・税理士法人

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09月01日 15:00

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

ビジネス会話レベル

日本語レベル

基礎会話レベル

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

Hedge Fund Operation Role!

Roles:

Back-Office Operations:

- Perform trade position and P&L reconciliation
- Update portfolio positions and IPO allocations
- Prepare NAV reports and generate estimated NAV
- Conduct checks on stock borrow positions, large shareholdings, and short positions
- Support FX hedge rollovers and adjustments

Administrative Support:

- Prepare and process expense claims
- Assist with ad-hoc tasks assigned by the Director
- Handle general administrative duties

Requirements:

- Diploma or higher qualification
- Minimum 3 years of relevant working experience
- Preferably with back-office experience in a fund management company
- Relevant work experience
- A strong willingness to learn and a proactive attitude toward self-development
- A stable career history with no significant job-hopping pattern
- Proficient in Microsoft Office applications (especially Excel)
- Japanese language skills are not mandatory, but fluency in Japanese is an advantage and may command a higher salary

※ Hybrid Working Arrangement (2 Days a week WFH)

※ Holidays aligned with the Japanese calendar, not Singapore calendar

※ Working hours: 7:00 AM – 5:00 PM (Mon-Fri)

※ EP holders are welcome to apply (Applicable only to graduates of institutions awarded 20 points under COMPASS Criterion 2 (Qualifications))

- S\$4-7K per month (Depends on experience and current pay)
- 1 months AWS
- Discretionary Bonus (Depends on your performance and company performance)

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.

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会社説明