

PR/097362 | Assistant Relationship Manager, Private Banking

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
1602414

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11月17日 01:00

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
流暢レベル

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

Job Description

The Assistant Relationship Manager (ARM) is a key member of the Private Banking team. He/she supports the Relationship Manager (RM) and Group Head (GH) in daily operations, administration, client servicing, and relationship management. The ARM interacts with both internal and external stakeholders, provides clients with relevant information, and supports the RM in delivering customized solutions while ensuring excellent client service.

Key Responsibilities

- Support Relationship Managers in servicing and growing client portfolios, acting as a key liaison for client needs.
- Assist in providing tailored financial advice across investments, lending, wealth structuring, and strategic planning.
- Oversee the efficient execution of day-to-day transactions, including securities trades, foreign exchange (FX) conversions, loan drawdowns, and payments.

- Monitor client portfolios and support the development of investment and wealth management strategies.
- Prepare and deliver customized reports, tax documentation, and investment materials to clients and their advisors.
- Coordinate account opening and onboarding processes for new clients, and manage documentation related to credit facilities and compliance requirements.
- Maintain high standards of client service, ensuring all communications are handled promptly and professionally.
- Liaise with internal teams, including Operations and Compliance, to ensure smooth and compliant service delivery.
- Ensure compliance with regulatory requirements, company policies, and internal controls.
- Perform other ad hoc duties and tasks as assigned by supervisors and management.

Requirements

- A university degree and relevant experience in private wealth management, private banking, or financial services.
- Strong administrative and analytical skills, with keen attention to detail and a commitment to compliance.
- Excellent interpersonal, verbal, and written communication skills.
- Client-focused, proactive, and able to thrive in a fast-paced environment.
- Proficient in Microsoft Office applications, particularly Excel, Word, Outlook, and PowerPoint.
- Possession of CACS Papers 1 and 2 is required.
- CMFAS Modules 1B, 5, 6A, and 8A certifications are preferred.

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

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