

PR/097345 | Senior Operations Manager

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
1604802

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03日 02:00

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

POSITION
Looking for a Senior Operations Manager, and you will be responsible for:

- **Leading and managing all operational functions of a fund management company. This includes ensuring the smooth, efficient, and compliant execution of middle- and backoffice activities, while working closely with**

  sales, business development, and external service provider teams.

- **Overseeing the internal operations of the Singapore office, managing relationships with outsourced partners such as payroll providers, insurers, corporate secretaries, accountants, and compliance consultants.**

This is a hands-on role in a start-up environment, requiring strategic thinking, versatility and the ability to juggle multiple responsibilities.
High energy, strong execution, and the ability to self-manage and drive projects independently are essential for success in this position.

This Financial Institution is a Monetary Authority of Singapore(MAS)licensed fund management company based in Singapore. They specialize in delivering customized privatemarket solutions tailored to the needs of wealth management clients. Their platform enables partners to enhance operational efficiency, deepen client engagement, a high-net-worth individuals and family offices.

JOB RESPONSIBILITIES

<u>Office Operational Management:</u>

- **Oversee the day-to-day administrative functions of the Singapore office to ensure a smooth and efficient working environment.**
- **Provide administrative support to the sales and business development teams, including assistance with reviewing legal documents and related tasks.**
- **Manage HR functions such as payroll, employee onboarding, and talent management.**
- **Coordinate with the Operations Manager at the Japan headquarters on internal administrative matters.**

<u>Compliance & Risk Management: (NOT THE PRIORITY!)</u>

- **Collaborate with internal and external compliance teams to ensure adherence to MAS regulatory requirements.**
- **Maintain and regularly update the firm's operational policies and procedures.**
- **Identify operational risks and implement appropriate controls and best practices to mitigate them.**
- **Ensure full compliance with internal policies and external regulations, upholding the firm's commitment to ethical and transparent business practices.**

<u>Finance & Accounting:</u>

- **Work closely with the external accounting firm to manage bookkeeping and ensure accurate records of all financial transactions.**
- **Monitor cash flow regularly to ensure the company meets its financial obligations in a timely manner.**
- **Provide financial insights to management to support cost control, budgeting, and long-term financial**

planning.

Vendor Management:

- **Serve as the primary point of contact between vendors and internal stakeholders to ensure effective communication and issue resolution.**
- **Identify and evaluate potential vendors for office supplies, technology, and facilities, considering factors such as cost, service quality, and reliability.**
- **Negotiate service-level agreements (SLAs) and payment terms, ensuring all contracts undergo proper legal and compliance review prior to execution.**

Fund Support:

- **Coordinate with external service providers - including legal counsel, fund administrators, and auditors - on fund-related matters such as fund formation, capital calls and distributions, and annual audits.**
- **Support new fund launches, client onboarding, and process improvement initiatives across fund operations.**
- **Review quarterly financial statements prepared by fund administrators and ensure timely distribution to investors.**

QUALIFICATIONS

- **Bachelor's degree or diploma in Finance, Accounting, Economics, or a related field.**
- **Experience in office management and investment operations, preferably within an asset management or fund management firm.**
- **Background in compliance is a plus.**
- **Strong understanding of financial instruments, fund structures, and regulatory frameworks.**
- **Excellent organizational, analytical, and communication skills.**
- **Self-motivated and driven, with high integrity and the ability to thrive in a fast-paced, entrepreneurial environment with minimal supervision.**
- **Adaptable to evolving business needs and client expectations.**
- **Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word).**

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R22109162
EA Personnel Name: Tan Wan Ting

#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