

PR/097502 | ARM - PB

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
1607792

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10月27日 03:00

応募必要条件

職務経験
1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

Company Overview
A company in the banking and financial services industry is hiring for an ARM - PB position.

This is an excellent opportunity to join a dynamic wealth management team and play a key role in supporting client servicing, investment execution, and operational processes. The role offers broad exposure to investment products and close collaboration with relationship managers, product teams, and operations functions to deliver a high standard of service to clients.

Job Description

- Coordinate closely with Product Development, Operations, and other internal stakeholders to support day-to-day business activities.
- Perform Know Your Customer (KYC) and Anti-Money Laundering (AML) checks, ensuring all processes, documentation, and regulatory requirements are completed accurately.
- Support Relationship Managers in providing investment market updates and facilitating the execution of OTC and listed investment products, including foreign exchange, bonds, equities, funds, and structured products.

- Maintain and update client records, transaction reports, and other client-related data to ensure accuracy and completeness.
- Monitor investment product dealing infrastructure, processes, and systems while managing sales documentation, product agreements, and service level agreements.
- Provide administrative and client support to Relationship Managers to ensure a seamless client experience.
- Contribute to the delivery of excellent customer service and enhance the overall client experience.

Qualifications

- Bachelor's degree or above in Finance, Accounting, Economics, Business Administration, or a related discipline.
- Good understanding of economics, investment products, and market practices within the wealth management business.
- Proficiency in both written and spoken English and Mandarin to support communication with China-based clients.
- Strong organizational and multitasking abilities, with the capacity to manage multiple priorities and work effectively in a fast-paced environment.
- Detail-oriented with a commitment to maintaining high standards of accuracy and compliance.
- Ability to collaborate effectively with internal stakeholders and support client-facing teams.

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

EA: JAC Recruitment Pte. Ltd.
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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