

PR/097504 | Assistant Key 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
1607794

業種
ITコンサルティング

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24日 02:00

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
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

Company Overview:
Our client is a globally recognized cybersecurity and digital trust provider, delivering solutions in digital identity, authentication, encryption, and secure digital transactions.

Key Responsibilities:
• Support day-to-day operational management and critical business processes.
• Participate in the planning, coordination, execution, and documentation of critical operational processes.
• Maintain records, inventories, procedures, and related documentation in accordance with organizational requirements.
• Ensure compliance with applicable standards, regulations, and internal policies.
• Identify and implement process, control, and workflow improvements.
• Contribute to the development, review, and enhancement of CP, CPS, security policies, and operational procedures.
• Collaborate with cross-functional teams to achieve operational and business objectives.
• Build the skills, knowledge, and competencies required to assume greater responsibilities over time.

• Act as a backup for the Manager when required, following appropriate training and authorization.

Requirements:
• Bachelor's Degree in Information Technology, Computer Science, Engineering, Business, or a related discipline.
• At least 3 to 5 years of experience in technology, operations, compliance, project delivery, engineering, or other related fields.
• Strong analytical thinking, problem-solving skills and organizational skills.
• Good understanding of technology, operational processes, or governance principles.
• Ability to meet applicable organizational security, confidentiality, and background screening requirements.
• Ability to work effectively in structured, process-driven environments.
• Experience in at least two areas such as security, systems administration, networking, compliance, identity management, or cryptography-related functions.
• Strong stakeholder engagement skills, experience working with internal stakeholders, customers, auditors, regulators, or external partners is an advantage.
• Experience with documentation, change management, or governance processes.

Desired Soft Skills:
• High integrity, accountability, and ownership.
• Strong attention to detail, organization, and documentation skills.
• Self-motivated with a continuous learning mindset.
• Able to work calmly and effectively in sensitive or high-pressure situations.

• Strong communication, stakeholder management, and knowledge-sharing abilities.
• Strategic thinker with leadership potential.
• Committed to operational excellence and developing deep functional expertise.

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

Sharon Hong (R25128240)

JAC Recruitment Pte. Ltd. (90C3026)
#LI-JACSG

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会社説明