

PR/097787 | Client Service 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
1618599

業種
法律事務所

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 08:00

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

Role: Client Service Manager
Location: Singapore

About the Company

Our client is an established international professional services organization supporting a global portfolio of private and corporate clients. With a strong presence across multiple jurisdictions, the firm delivers specialised advisory and client solutions to clients worldwide.

This is an exciting opportunity for an experienced client-facing professional to manage key client relationships, coordinate international engagements, and work closely with stakeholders across different countries.

About the Role

As a Client Service Manager, you will serve as the primary liaison for a portfolio of international clients, ensuring exceptional service delivery and seamless coordination across multiple stakeholders and jurisdictions.

The role combines relationship management, project coordination, and client service excellence within a fast-paced and professional environment.

Key Responsibilities

- Act as the primary point of contact for a portfolio of international clients.
- Build and maintain strong relationships with clients and key stakeholders.
- Coordinate cross-border projects and ensure timely execution of deliverables.
- Manage project timelines, documentation, and follow-up activities.
- Oversee client onboarding and ongoing engagement processes.
- Ensure a high standard of client service and stakeholder satisfaction.
- Address client enquiries and resolve issues in a timely and professional manner.
- Support business development initiatives and proposal preparation when required.

Requirements

- At least 8-10 years of experience in client servicing, account management, relationship management, or a similar client-facing role.
- Experience within professional services, advisory, consulting, legal, financial services, corporate services, trust, or private wealth environments will be advantageous.
- Strong stakeholder management and communication skills.
- Proven ability to manage multiple projects and priorities simultaneously.
- Highly organised with strong attention to detail.
- Proficiency in Microsoft Office applications, particularly Excel and PowerPoint.
- Degree in Business, Finance, Accounting, Law, or a related discipline preferred.

What's on Offer

- Exposure to international clients and cross-border projects.
- Opportunity to work within a specialised professional services environment.
- Collaborative and multicultural working environment.
- High level of client interaction and stakeholder engagement.
- Regional and global exposure.

Ready to Take the Next Step?

Interested applicants, please click APPLY NOW.

Do note that we will only be in touch if your application is shortlisted.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

#LI-JACSG

#countrysingapore

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会社説明