

We are currently looking for a dynamic and highly motivated **operation executive** to join our Singapore fund management team which supports multinational clients in navigating international asset allocation.

Responsibilities:

- Handle onboarding of new clients
- Gather information of clients for KYC by internal compliance and fund administrator
- Setting up and opening bank accounts and brokerage accounts
- Carrying out internal administrative and business support duties
- Performing other administrative duties as necessary

Requirements:

- Min. diploma holder with 0-3 years of relevant experience providing operational support for fund management or other financial institution. Major in finance/accounting or related courses will be preferred.
- Computer literate (i.e. Microsoft Word, Excel, PowerPoint, and Outlook)
- Good organizational and communication skills
- Proficiency in both English and Chinese is essential for effective communication with Mandarin-speaking clients
- Ability to work efficiently in a fast-paced environment
- Ability to work independently and multi-task

About the Group:

Soochow Securities (Singapore) Financial Holdings Pte. Ltd. (“SCSS”) was established in 2015, formerly known as Soochow Securities CSSD (Singapore) Pte. Ltd.. It is now a wholly-owned subsidiary of Soochow Securities Co., Ltd. (601555.SH) (“Soochow Securities”) and serves as a key platform for financial collaboration between Suzhou and Singapore. Leveraging the bilateral collaboration framework and the brand and resources of its parent company, it assists Chinese domestic enterprises in engaging in overseas investments and financing, mergers and acquisitions, as well as with global asset allocation and management.

SCSS conducts regulated business activities through its two wholly-owned subsidiaries: Soochow Singapore Asset Management (Asia) Pte. Ltd. (“SSAM”) and Soochow Singapore Capital Markets (Asia) Pte. Ltd. (“SSCM”).

SSAM holds an asset management license issued by the Monetary Authority of Singapore (“MAS”) and specializes in offshore fund management and investment advisory services.

SSCM holds a capital markets services license from MAS and attains both SGX Issue Manager accreditation and Catalist Full Sponsor authorisation. Its services include corporate finance, financial advisory, and equity research, as well as IPO, reverse takeover, and M&A advisory for companies seeking to list on the SGX Mainboard or Catalist.

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Company website: [Soochow Securities \(Singapore\)](#)

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