

Company Introduction

Prudence Group (“Prudence”) is an investment management firm with around 60 staff in Hong Kong, Singapore and mainland China. Since 2008, Prudence has delivered high quality returns to investors and received multiple industry awards.

Prudence Asset Management Pte. Ltd. (“PAM”) holds a Capital Market Services License issued by the Monetary Authority of Singapore (“MAS”), to conduct fund management. PAM independently manages asset management products and collaborates with other teams of Prudence to provide clients with the most suitable products and services.

Client Services Analyst / Associate

Location: CBD, Singapore

Position: Permanent

Responsibilities:

1. Act as an effective and ongoing point of contact between the firm and its investors and to assist in building and maintaining relationships with institutional investors and distribution channels;
2. Manage ad-hoc and routine client requests and to review, track and maintain sensitive documents for existing investors in a professional manner; follow up to obtain information as necessary;
3. To assist in investor onboarding and ongoing documentation and reporting requirements by liaising with the relevant internal teams and external parties as necessary;
4. Assist in the development and maintenance of marketing materials; conduct quality assurance checks for all prepared materials.

Requirement:

1. Singapore citizen may apply;
2. Fresh graduates with bachelor degree in Business or related disciplines;
3. Strong interpersonal skills, excellent command of both English and Mandarin is required, other South East Asian language skills are a plus but not essential;
4. Detail oriented, advanced skills in Microsoft Office (especially PowerPoint).

We offer:

1. Mentorship by senior management;
2. Cross-division rotation opportunity to provide a wholistic view of fund management company;
3. Rigorous internal training and access to external training opportunities;
4. Good candidates will have opportunities to be posted for rotations in our various overseas offices.
5. Competitive remuneration package: 5-days work week, paid annual leave, miscellaneous allowance, and a stable harmonious working environment.

Interested parties please send your resume with expected salary and notice period with subject “**Client Services Analyst / Associate**” to pam.recruiting@prudenceinv.com

Personal Information Collection Statement pertaining to Recruitment

All information received will be kept in strict confidence and only for employment-related purpose. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, benefits package to be discussed with you subject to selection for the position. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years.

Under the Personal Data Protection Act (“PDPA”), you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please submit your request by email to the Data Personal Officer to pam.hr@prudenceinv.com.



微信公众号：方圆金融集团