

Assistant Relationship Manager

Requirements:

1. Graduate with a Diploma/Degree/Professional program or qualification; preferable in legal background (Law), finance, economics or financial planning.
2. Requires 1-2 years of working experience in related field. However, fresh graduates are encouraged to apply.
3. Self-starter with skills to evaluate issues and identify solutions.
4. Good communication, writing skills and interpersonal skills to deal with various stakeholders.
5. Strong sense of orientation, multi-tasking and work organized.
6. Proficient in English. Able to speak Mandarin will be an added advantage.
7. Independent and able to work under minimum supervision.

Job Description

1. Visionary, resourceful and able to assist sales and marketing team to promote company products and service
2. Able to handle customer services related matters.
3. Assists Directors for related matter
4. Coordinate meetings and other required items
5. Partner with Relationship Management and other team members as needed to provide updates to clients.
6. Responsible of Digital marketing platforms like Instagram, Facebook and other platforms.
7. Prepare digital materials for trainings & others