



Administrator

Meyado are currently looking to hire an Administrator join our expanding Singapore office. We are looking for an energetic and proactive person to join our team. Full and ongoing training will be provided.

Responsibilities

- Review and process all financial and non-financial paperwork and institutional submissions
- Process and reconcile client portfolio fund switching and investment trades
- Act as liaison between Investment Advisers and financial institutions
- Screening of incoming communications and routing for action and follow-up
- File and maintain correspondence and other documents in internal databases
- Handle routine communication with clients and their advisers via phone & email
- Comprehensive organisation of seminars and company events
- Various human resources functions, including management of employment process

Requirements

- Minimum degree qualified with at least 5 years of relevant experience
- Good interpersonal and communication skills
- Pleasant & pro-active personality
- Good team player and able to interact well with all levels of staff
- Excellent command of spoken and written English
- Able to work independently
- Proficient in MS applications

Remuneration

To be negotiated depending on experience and qualifications

If you meet these criteria and would like to apply for this position, please send:

- A cover letter explaining your interest in the position
- Your CV, no more than 2 pages
- Your date of birth and nationality
- Sex, availability and current location

Contact careers@meyado.com.sg



MEYADO

PRIVATE WEALTH MANAGEMENT