

Senior Manager/ Manager, Investment Office  
Singapore Institute of Technology

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Posted Jul. 10, 2024, set to expire Jul. 5, 2025

**Job Title** Senior Manager/ Manager, Investment Office  
**Department** Investment Office  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jul. 10, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498717/senior-manager-manager-investment-office>

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**Job Description**

## Senior Manager/ Manager, Investment Office

**Job no:** 498717

**Department:** Investment Office

**Contract type:** Contract

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### Responsibilities

- Carry out investment treasury and operations functions, including cash management, FX hedging

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and capital calls processing

- Support investment and operational due diligence across liquid and illiquid asset classes
- Perform portfolio monitoring, risk management, performance and risk reporting
- Assist in preparation for Investment Committee meetings
- Related investment administrative work

### Requirements

- Possess a good Bachelor degree. Accountancy, Finance, Business or Mathematics majors will be an advantage
- 3 to 10 years of relevant experience in investment operations and reporting
- High proficiency in MS Excel
- Knowledge of financial markets and instruments

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**Advertised:** 10 Jul 2024 Singapore Standard Time

**Applications close:** 31 Aug 2024 Singapore Standard Time

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Singapore