

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