

DEPARTMENT : CHIEF INVESTMENT OFFICER'S OFFICE

Position : Assistant Manager/Senior Executive (Special Officer to CIO)

Unit :

Position Summary:

- Completes a broad variety of tasks for the Chief Investment Officer (CIO) including managing a calendar of appointments, preparing and compiling materials for his appointments including templates for meetings, composing correspondence that is sometimes confidential, arranging travel plans, itineraries, and agenda as well as other miscellaneous tasks.
- Works with CIO's secretary(ies) to plan, coordinate and ensure CIO's schedule is followed and respected.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CIO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CIO and the Investment HODs and the Investment team as a whole; demonstrating leadership to maintain credibility, trust, and support with management.
- Works closely and effectively with the CIO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks.

Key Accountabilities:

- Prepare and compile materials for CIO's appointments, composing correspondence that is sometimes confidential, and other related tasks.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the CIO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works with CIO's secretary(ies) to plan, coordinate and ensure CIO's schedule is followed and respected.
- Other miscellaneous tasks.

Qualifications:

- Minimum bachelor's degree in Finance/Accounting/Mathematics/Economic/Actuarial Science or any related fields.
- Minimum 2 years of working experience in established asset management company/ investment firm/ financial institution.

Knowledge/skills

- Strong financial analysis and modelling skills.
- Skilled in using Microsoft Excel in qualitative analysis.
- Skilled in preparing presentation materials using Microsoft PowerPoint.
- Good interpersonal skills and effective communication skills (written and spoken).
- Ability to conduct research and analysis independently.
- Competitive, trustworthy, and highly initiative in carrying out task.
- Ability in analysing and preparing correspondence and proposal papers.
- Ability to deal with people at all levels.