Welcome to our OFA big family.

You can submit your cover letter and resume by e-mail to OFA Group's central human resources office:

services@ofa-group.com

There are following positions available:

1. Position: Sales Manager in Singapore

This role requires an experienced professional with proven sales experience in the investment fund industry. You will be primarily accountable for increasing overall sales of and undertaking sales and marketing activities in their broadest sense to generate business and retain both clients and intermediaries for OFA Fund Services. You will be growing the business from existing key intermediaries and developing new clients/ and intermediaries through managing an efficient, effective and profitable sales process.

Qualifications, skills, and experience

* Minimum Bachelor degree with over 15 years’ experience in the investment fund industry and a relevant network
* Strong commercial drive and proven ability to not only meet but exceed targets and expectations. A service minded, pro-active, self-motivated and result oriented approach
* Extensive knowledge of the industry, its participants as well as the full suite of services offered by OFA Fund Services and a good knowledge of OFA’s other services
* Excellent oral and written communication skills in English as well as another major language relevant to the market you will be operating in
* Outstanding networking and interpersonal skills and strong customer focus. High levels of self-awareness, cultural sensitivity, and organizational knowledge
* Anticipates and adapts quickly to changing organizational and business needs and applies creative thinking for solving unique client challenges
* Must be willing to travel within the country and outside the country when required

1. Position: Account Manager in Hong Kong

Leads the client relationship through a team of Account Managers and Legal Assistants to deliver pro-active, exceptional service to client companies. Generates revenue based on value-charging by coordinating legal, administrative and corporate activities for companies. Promotes (new) products and services, and actively participates in growing the business from existing clients as well as identifying prospective clients through client referrals.

Qualifications, skills, and experience

* Bachelor or Master degree in Law or another Business related field, additional relevant qualifications would be desirable.
* At least 8 years of relevant working experience within the corporate services business and/or financial services sectors.
* Hands on and approachable person with a strong client focus and the ability to build effective working relationships, both with other employees and external parties.
* Dynamic, proactive, highly organized and detail-orientated with a client focus.
* Able to manage client and internal relationship & team player.
* Highly commercial attitude with excellent problem solving, decision making and time management skills.

1. Position: Account Manager in Singapore

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