



POSITION DESCRIPTION

POSITION TITLE: Operations Associate

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian-owned company with offices in Sydney, Vietnam, the Philippines, Malaysia, and Thailand. We are specialists in global staffing integration and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

OVERVIEW

Our client provides professional services for private wealth management that are unencumbered by outdated ownership structures and practices. They focus on providing their clients with the best possible wealth management experience and tailored financial solutions that are well-informed, independent, and transparent. Services include Structuring & Tax, Investment Strategy, Philanthropy & Social Capital and Intergenerational Wealth.

They are currently expanding their team and seeking an Operations Associate.

KEY RESPONSIBILITIES

- Assist in administering transactional aspects on asset management platforms for the investment products.
- Perform audit/cross-check works on transactional data and documents provided by the client's third-party platform provider.
- Prepare fee calculations regularly.
- Attend to client queries on asset holdings and their respective transactions.
- Perform checks on client liquidity and documents required for investment funding across client accounts on platforms.
- Liaise with team members in reconciling the trust bank accounts for all currencies.
- Coordinate with multiple teams in delivering outputs.
- Ad-hoc works assigned by the direct manager.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in finance &/or Accounting
- CFA Level 1 is an advantage.
- Excellent English proficiency
- 2–3 years experience in Accounting or Finance Operations at International Firms.
- Tech-savvy and experienced in Excel & data manipulation.
- Hands-on and can-do attitude



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- Be able to think independently.
- Be able to manage time pressure and work under tight deadlines.
- Have good attention to detail and accountability for your work.

ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.