Position: Management Associate  
Organisation: Silot  

Company Summary

Silot is a Fintech company headquartered in Singapore, with an R&D center in Beijing, China. We are re-defining the future landscape of Fintech industry by connecting data and function silos, which empowers financial institutions for next-generation efficiency and capabilities, with the immersion and injection of AI and Blockchain.

Our mission is to connect and empower financial institutions, global merchant businesses and everyone through data optimisation and analytics, Blockchain technology and artificial intelligence. We love creating new technologies from existing blocks such as payments, marketing, and finance. We truly believe that by building products that serve the intersection between technology and humanity would greatly enable the world to be more connected and inclusive.

The people at Silot have previously helped grow Baidu, PayPal, Alibaba, Citigroup, Standard Charted Bank, Garena, Tencent, First Data and Lenovo in South East Asia, China, and the USA.

Job Description

The CEO is extremely busy and will trust you entirely to:

- Process and prioritise his and your intertwined to-do lists.
- Look after his back-to-back diary, which can be 0700 to late, best using his time and planning his travel to allow maximum productivity.
- Manage high-end, demanding, long-standing clients, plus liaise with external stakeholders whilst also being a team linchpin - being an outstanding brand ambassador at all times.
- Coordinate events - both the generous trips which the owners take the whole company on, plus investor/board/client outings/meals and industry events.

Job Requirements

- MBA degree, with a minimum of 2-3 years’ experience of supporting senior executives in a varied EA role within a multi-national environment.
- Highly organised with excellent attention to detail.
- Ability to take minutes in Management and Board Meetings.
- Ability to prepare presentation slides and reports within short notice.
- Superb communication and interpersonal skills.
- A sense of fun and passion for teamwork.
- Proactive and autonomous, with the ability to work well in a fast-paced environment.
- Previous exposure to the financial services industry is an advantage.

Application

To apply, please submit your detailed resume at https://silot.bamboohr.com/jobs/view.php?id=46.

Only shortlisted candidates will be notified.