



Keppel Capital is a premier asset manager in Asia. It is the asset management arm of Keppel Corporation Limited (Keppel Corporation), a multinational conglomerate with key businesses in Offshore & Marine, Property, Infrastructure and Investments, providing innovative solutions for sustainable urbanization.

With assets under management of approximately S\$25 billion, Keppel Capital has a diversified portfolio that includes real estate, infrastructure and data centre properties in key global markets.

Keppel Capital aims to create value and deliver sustainable returns for institutional and retail investors through a range of products including REITs, business trusts, private funds investing in real estate in Asia, separate accounts and pooled investment vehicles.

The asset managers under Keppel Capital include Keppel REIT Management Limited, Alpha Investment Partners Limited, Keppel Infrastructure Fund Management Pte Ltd and Keppel DC REIT Management Pte Ltd.

POSITION:	Data Centre Asset Management Executive/Assistant Executive
REPORTING TO:	AVP/VP, Asset Management
DEPARTMENT:	DC Asset Management
LOCATION:	Singapore
SUPERVISORY RESPONSIBILITY:	No.
DIRECT REPORTS:	

Key Responsibilities

- **Asset Management (AM)**
 - o Assist in the preparation of budgets and periodic forecasts relating to net property income and capital expenditure
 - o Report on progress of asset enhancement works and seek approvals for the proposals put up by the facility manager (FM)
 - o Consolidate and analyse data at individual property and portfolio level for periodic and ad hoc result announcements
 - o Prepare monthly and quarterly reports outlining performance by property and portfolio levels for internal management/trustee
 - o Coordinate with different parties to seek their inputs for the preparation of company annual reports and circulars
 - o Evaluate property tax assessments and notices and oversee the tax appeal process
- **Know Your Customer (KYC) Due Diligence**
 - o Ensure AML/CFT KYC due diligence documentation is received in good order by the FMs for any renewals or new clients
 - o Conduct Third Party Associates (TPA) / Certain Third Party Associates (CTPA) due diligence (Name checks, TPA / CTPA checklists, incorporation of AML clauses) for the appointment of consultants
 - o Conduct outsourcing due diligence of service providers
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- **Business Continuity Planning (BCP)**
 - o Work with facilities managers to plan and schedule BCP exercises and timely receipt of the BCP exercise reports from the FMs
 - o Manage and update the BCP summary trackers
 - o Seek confirmation from FMs that period reviews of their BCP policies are conducted and recorded

- **Sustainability Reporting (SR)**
 - o Serves as AM team's point of contact and consolidation of information from the respective FMs for sustainability reporting purpose (e.g. energy, water, safety and procurement data, initiatives to enhance performance, practices within assets, awards received by assets)
 - o Assessing and providing explanations for variances from previous period's data as well as performance targets to be set
 - o Prepare reports on a quarterly basis for board slides, as well as to prepare for the drafting of relevant write-up within the annual report

- **Health, Safety and Environment (HSE) Committee**
 - o Represent Keppel DC REIT in HSE committee meetings and annual safety events.
 - o Compile monthly and quarterly HSE-related statistics
 - o Keep FMs and asset managers abreast of latest policies
 - o Consolidate information and support group-wide safety initiatives

- **Environment, Social and Governance (ESG) Committee**
 - o Participate in quarterly ESG committee meetings and provide support in the collation of data for reporting purposes

Pre-requisites:

- Minimum Degree in Business/Real Estate/Facility Management disciplines or equivalent
- Self-motivated, good communication skills, meticulous, organized, able to work independently and a proactive team player
- Ability to multi-task and work in fast pace dynamic environment
- Singaporean and PR only

Please send your CV to HR@keppcapital.com if the above is interesting to you.

Only shortlisted candidates will be notified.