

Job Title	Private Banking Executive
Role	Full Time
Location	Dubai

The Company

Sigma Private Office is a registered trading name of Sigma Capital Partners MENA Ltd who are regulated by the DFSA.

Sigma offers independent and collaborative private wealth solutions, alongside a developed in-house investment offering. This enables us to meet the varying needs of high-net-worth and ultra-high-net-worth individuals, as well as their families, corporates and trusts.

Thanks to strong relationships and scale, we can provide access to some of the world's best private banks, as well as in-house discretionary investment management solutions at more accessible entry points.

Our team are committed to ensuring our clients receive the best possible advice and value, as well as unparalleled levels of service, according to their unique needs. With a team of certified financial planners, wealth management experts, senior investment advisors and strategists, our goal is to build long-term relationships with our clients that are rooted in trust and transparency.

Duties & Responsibilities

- Provide support to Managing Partners in the day-to-day management of their client relationships.
- Assist with high levels of client service, including meeting clients, writing reports relating to client investment portfolios and providing general telephone support to their clients.
- Handle client banking needs such as asset/cash transfers, FX instructions, loan drawdowns and liaising with external custodians.
- Opportunity to eventually inherit and manage some smaller client relationships.
- Adhere to compliance policies and regulatory requirements.

Skills & Experience

- Minimum of 5+ years' experience in a front office role within private banking, investment, or wealth management.
- UK Level 4 Qualified.
- Excellent communication, presentation, and interpersonal skills.
- Good knowledge of banking, investment, and wealth management solutions.
- Proficient, highly motivated, and able to work well in a team environment.
- Able to make positive contributions to the team and company culture.

Compensation

- Competitive salary of AED 25,000 – 35,000 p.m.
- UAE visa and medical insurance.
- Flexible working environment.