



Quantedge Capital 2026 Recruitment Front Desk Receptionist - Singapore

Quantedge manages more than USD 5 billion and has a 20-year track record of outstanding performance. We have offices in Singapore and New York City. Our organization is flat, non-bureaucratic, and results-oriented with significant opportunities for advancement for driven team players. We invest heavily in the career development of our employees, maintain a sustainable work-life balance and offer generous compensation and benefits.

The Finance & Admin team is looking for Front Desk Receptionists to join our team.

Major Job Functions

- Staff the main reception desk of the office
- Manage day-to-day operations of the office (e.g. restocking of pantry supplies, arranging staff lunches, etc)
- Manage office facilities (e.g. in-house gym, recreational spaces, etc) including coordinating with outsourced service providers
- Help organize firm events, including corporate retreats, socials etc
- Coordinating with building management on office matters
- Attending to any other ad-hoc administrative tasks as and when required

What We're Looking For

- N-Level, O-Level, Nitec or Higher Nitec in any discipline
- Attention to detail
- Good analytical, problem-solving and communication skills
- Ability to work both in a team and independently
- Adaptability
- Strong MS Excel skills

Location
Singapore

