

KYC Analyst

Our client:

A top tier international private bank based in Zurich

Role & Responsibilities:

- Get familiar with the Bank KYC framework, which includes policy, standards, desk-top procedures and other artifacts
- Process KYC files end-to-end
- Maintain pro-active interaction with internal teams (Coverage, AFC) and clients of the bank to ensure adequate delivery and timely resolution of issues
- Highlight and escalate operational and other risks to management
- Assist with execution of audits, escalations, and investigations on KYC issues, where appropriate
- Execution delivery against internal and external agreed SLA's

Profile:

- Preferably Bachelor degree
- Preferably knowledge of AML and KYC policies
- Preferably knowledge of legal entity structures
- Ability to reach out and work independently with cross-functional team members in a matrix environment
- Experience with Microsoft Office Suite with advanced knowledge of Excel (Macros, Pivots, Lookups, etc.)
- Fluent in English

Required skills:

- Ability to work with strict deadlines to satisfy our clients
- Able to work in a self-supporting environment
- Prioritizes, organizes and makes decisions related to own work which impacts other teams
- Takes a broad perspective to problems

Contract type: Temporary until the 31.07.2023

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM1793983819