



中銀國際 控股有限公司

BOC International Holdings Limited

Job Title:

Associate, AML&KYC Onboarding (Business Operations)

Responsibilities:

- Manage on-boarding processes of Global Markets, Investment banking and Asset Management clients etc. to collect Client Due Diligence Information and reviewing account opening documents;
- Perform KYC and AML check on customer account documentation to ensure full compliance with rules and regulations;
- Administer on-going KYC /CCDD review maintenance of account documentation, transaction review, and other account servicing functions;
- Provide advice and guidance to front line staff regarding inquiries on KYC requirements; liaise with AML Compliance where necessary;
- Conduct regular and ad-hoc compliance sanction screening of all customer accounts; identify suspicious name hit and execute appropriate actions accordingly;
- Formulate, implement and review Policy and Procedures on regulatory compliance of customer account and administration;
- Support daily Middle-Office tasks including client enquiries, payment, best execution review etc.; and
- Take responsibility of any ad-hoc task/project assigned by Team Head/Department Head.

Requirements:

- University graduated in Finance, Business Administration or relevant disciplines
- Minimum 3 years of relevant experience
- Familiar with investment banking business
- Excellent analytical, problem solving and decision making skills
- Excellent communication and interpersonal skills
- Fluency in written and spoken English and Chinese (both Cantonese and Mandarin)
- Strong in Microsoft excel, word and power point (bilingual in English and Chinese)
- Flexible and willing to work overtime
- Please apply in strict confidence with full resume, academic record, current and expected salaries.

Please apply in strict confidence with full resume, academic record, current and expected salaries to bocihrd@bocigroup.com.

(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidate will be destroyed within six months.)