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# Example of AML Operations Job Description

Our innovative and growing company is hiring for an AML operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AML operations

* Assists with the more complex problems and critical issues as escalated from within the Investor AML Operations team, those received from other internal and/or related external parties
* Contribute to on-going development and implementation of the AML & Sanctions program
* Participate in on-going development of the Global AML/ATF procedures and practices, including development and enhancement of global systems
* Ensure close communication and information sharing between the CDD Centre and other Compliance colleagues concerning due diligence activities
* Manage day-to-day process-related activities for Canada Operations
* IAC – PEP File completion
* Demarketed Customer Investigation
* Contribute subject matter expertise and provide advice and assistance to various arms of the business
* Report periodically on program status and escalate issues to senior management
* Facilitate internal audit requests and ensure satisfactory resolution of any audit findings and recommendations

## Qualifications for AML operations

* Previous experience performing or overseeing AML investigations an asset
* Have excellent interpersonal skills and ability to work effectively with colleagues across the Legal & Compliance Division (in UK, across the Firm’s EMEA offices and in other regions), other Infrastructure and Control Functions
* Have demonstrable good judgment
* Is assigned to the Naperville Operations Center, but will be required to travel to the Milwaukee area once or twice a month
* Have excellent interpersonal skills and ability to work effectively with colleagues across the Legal and Compliance Division (in UK, across the Firm's EMEA offices and in other regions), other Infrastructure and Control Functions
* Control focused mindset and good understanding of regulatory and reputational risks