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# Example of AML Operations Job Description

Our company is searching for experienced candidates for the position of AML operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for AML operations

* Escalate and consult with the JPM Luxembourg Compliance and MLRO teams and the Funds’ Compliance and MLRO teams as required
* Process AML/KYC assessments for register opening or register maintenance within the applicable deadlines
* Track pending AML /KYC documentation per investor register and per fund promoter
* Run, review and update AML reports and provide these reports to Clients/Investors and Distributors
* Refer PEP instances for consultation with internal & external Compliance and MLRO teams
* Project manage the end to end Onboarding/Renewal process of defined client types across corporate and local standards, liaise daily with Sales, Compliance, Credit, all offshore partners to effect a seamless Onboarding and Renewal process
* Be actively involved in any ad-hoc projects designed to clean up data and documentation and coordinate with other areas (WCOB, Compliance, Sales, Legal)
* Gather documentation and perform gap analysis on current programs to see where technological enhancements may be made
* Provide supervisory support to the team
* Manage daily activities and work towards resolution of issues

## Qualifications for AML operations

* Knowledge of global AML requirements (knowledge of Asian requirements a plus)
* Reports directly to a US Head of Ops AML Monitoring
* Involved in reviewing systematic AML alerts and determines if transactions occurring are valid Anti-Money Laundering risks
* A highly organized, self-motivated, customer oriented attitude and be able to work independently within a team
* Flexibility and the ability to quickly adapt to changing priorities
* The ability to thoroughly plan, execute and document