Downloaded from <https://www.velvetjobs.com/job-descriptions/client-onboarding-analyst>

# Example of Client Onboarding Analyst Job Description

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

## Responsibilities for client onboarding analyst

* Able to work in a fast paced environment and deal with sudden changes in priorities
* An excellent team worker, able to work in virtual global teams in a matrix organization
* Able to work under pressure in an environment heavily influenced by immovable regulatory compliance deadlines
* Escalate bottlenecks and capacity issues
* Handle all customer and stakeholder related processes regarding request, verifications and modifications
* Ensure the escalation of operational, regulatory and other risks to line manager
* Maintain strict discipline and rigor around deliverables
* Client Management Services is responsible for the onboarding and the ongoing management and oversight of related Due Diligence and maintenance activities for a client, on behalf of the business
* Responsible for managing the client experience throughout the client lifecycle onboarding, maintenance, periodic review, off boarding and client service related activities
* Ensure all Client Due Diligence requests and activities are resolved within agreed timeframes, and any issues that arise are escalated in a timely manner

## Qualifications for client onboarding analyst

* Fluent oral and written English and Korean
* Minimum of 3 years working experience in Investment Banking Operations or Finance
* Good understanding on FX/Derivatives and a plus with previous exposure in Local regulatory reporting
* Strong communication skills with the ability to interact with traders, other business partners and clients
* Good grasp of risk and control concepts
* Show initiative and energy to improve processes