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# Example of KYC Associate Job Description

Our growing company is hiring for a KYC associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for KYC associate

* Ensure on-boarding and client name/ownership changes are completed in adherence to policy and within specific timeframes
* Responsible for reporting on specific client on-boarding and refresh metrics
* Deliver a high standard of service to the customer needs
* Monitor and analyze production reports
* Development and execution of strategies aimed at improving Hub performance
* Project-manage the execution of the MIS reporting development plan in coordination with Ops, Business and Technology stakeholders
* Create and maintain MRM deck
* Validate accuracy of data and ensure completeness of client information documentation
* Validate client documentation is accurate and uploaded into the KYC record system
* Confirm client screening and follow up for additional approval for PEP’s

## Qualifications for KYC associate

* Able to lead, coach and advise more junior team members
* Familiarity with regulations
* Project management skills and ability to manage multiple responsibilities and work streams required
* Retail mutual fund or hedge fund experience
* Lead the morning call for daily prioritization
* Perform Periodic Review and manage the work performed by Service delivery Center in off shore location