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# Example of KYC Associate Job Description

Our company is growing rapidly and is looking for a KYC associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for KYC associate

* Support creation of executive level presentations on strategy, budget, delivery, risks
* Develop Operational Readiness Review and checklists to ensure the business has the right resources in place to successfully sustain operations
* Work closely with Business partners, Operations, Regional COB teams and Compliance to complete KYC
* Identify the customer/s and other relevant third parties for a proposed relationship
* Strive to maintain the quality line for Quality Assurance of a minimum of 95% pass rate
* Keep informed of any changes to processes and procedures, regulatory change and ensure open verbal dialogue with colleagues in other Regions
* Liaise with the Relationship Managers, Client Integration Officers and Quality Assurance teams to facilitate knowledge sharing and ‘best practices’ to the wider group
* Manage various strategic programs, on an as needed basis
* Manage the client on-boarding request, prepare full set up KYC package in terms of local rule and global policy, performing due diligence, KYC documentation collection and the risk assessment of the Client, liaising with the Business/Compliance, advising on KYC requirements for new client adoptions
* Assist COB team lead in carrying out projects of KYC

## Qualifications for KYC associate

* Ensure Business Continuity Management functions are compliant
* Coach the junior member in the team (regardless onshore and offshore), promote a client centric with high discipline, tight control environment
* Strong communication skills both written and oral via various media e-mail, phone, face to face and conference calls
* Experience of KYC management systems competency in Excel, Word, (Access an advantage) and PowerPoint
* Manage small projects or other program initiatives, with moderate to low supervision
* Capture and communicate lessons learned from a project and apply them to future business requirements