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# Example of KYC Manager Job Description

Our innovative and growing company is hiring for a KYC manager. 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 manager

* Clear understanding of required legal documents and process to onboard a client to GWM platforms
* Serve as senior escalation point of contact for KYC and reporting issues for designated clients
* Serve as the senior point of contact for KYC due diligence teams
* Participate in annual AML discussions with clients as needed
* On behalf of Global KYC management, partner with large team of stakeholders to evaluate and design reasonable solutions for key KYC change events
* Identify training needs and work with WCOB Training Function and Manager to ensure development of related training materials specific to negative media dispositioning
* Manages a group of approximately 7-12 KYC Analysts who are accountable for conducting due diligence reviews of Business Banking customers
* Performs the day to day management of a team of Analysts, including coaching and providing ongoing performance feedback
* Tracking performance of individual team members over time to evaluate performance, learning and capability
* Explaining work process and procedures

## Qualifications for KYC manager

* Proven ability to deliver projects on time, on budget, with quality under tight deadlines
* Experience of managing teams and providing hands on training to teams either on a individual or group basis a big plus
* Excellent communication skill and ability to engage stakeholders in different location
* Experience in Operations management with a proven track record
* Performs Quality Assurance reviews of the KYC Analyst's output and provides feedback on the findings
* Identifies special training needs that may benefit the KYC Analysts