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# Example of KYC Manager Job Description

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

## Responsibilities for KYC manager

* Proactively highlights potential issues to management and Compliance
* Regional lead for LATAM managing in excess of 70 or more employees
* Site location lead for Columbus managing in excess of 70 or more employees
* Manages the day-to-day operational environment through effective communication of information and setting priorities to facilitate and maximize efficient performance
* Develops staff knowledge to ensure that all staff is kept up to date on relevant changes in the business and processes
* Ensures that management controls, designed to minimize the operational errors that occur, are in place and working effectively
* Assists in the development of strategies to alleviate operational issues, promote client satisfaction and/or regulatory issues
* Work with Management to implement process improvements
* Maintains all documentation of the department ensuring procedures, policies and guidelines are kept current
* Coordinate the goals of the KYC Operations Team and write the performance appraisals for team members

## Qualifications for KYC manager

* Spanish or Portuguese oral and written proficiency
* Experience in developing project plans, milestones, capacity plans, in order to set appropriate expectations and subsequently deliver the final product as agreed upon
* Previous experience with JPMC related KYC systems (CDD, SKYC, ECM, SCOT, COLT, Client Central, DataHub, ) preferred
* Able to bring a high level of energy to the position good judgment, flexibility, common sense, and insight
* Collecting required information and statistical data to perform statistical and trend analysis (Area MIS reports)
* A high energy level, good judgment, flexibility, and common sense