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# Example of Risk Coordinator Job Description

Our company is growing rapidly and is hiring for a risk coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for risk coordinator

* Review incoming alerts from AML monitoring systems to update applicable CIP/KYC data elements
* Review branch-opened accounts to ensure compliance with CIP/KYC requirements and documentation
* Perform ongoing CIP/KYC reviews to ensure accuracy and completeness
* Maintain and apply knowledge of applicable Federal Regulatory requirements and industry trends, including but not limited to CIP/KYC and identity theft red flags
* Coordinate with various departments, bank divisions, customers and customer service teams to ensure timely and effective resolution of CIP/KYC requirements
* Educate customers on CIP/KYC requirements
* Candidate will be responsible for ensuring program compliance by conducting research to minimize risk to the Kindle Store
* Draft SOPs for the team to improve the customer experience and/or internal efficiency
* Assists team with performance improvement efforts
* Maintains subject matter expertise specific to job functions and general industry awareness

## Qualifications for risk coordinator

* At least 4 years minimum experience with professional services experience with accounting, law, or consulting firm preferred
* FRENCH, 90% written required
* Fluency in French or German, Japanese is desirable
* At least 1 year of identify management (CIP/KYC)
* At least 1 year of risk management and fraud prevention
* 6 months experience Call Center or Loss Mitigation