



# Example of Onboarding Analyst Job Description

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Our company is growing rapidly and is hiring for an onboarding analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for onboarding analyst

- Ensure all desktop procedures and policies are enforced, updated and performed
- Update key metrics and statuses on exception resolution for accounts across multiple lines of businesses supported by Reference Data
- Perform new client adoptions and periodic reviews for clients by confirming KYC data requirements, collecting relevant KYC information, undertaking research via internal and external sources, gathering and analyzing KYC documentation in accordance with regulatory and DB AML policy requirements
- Analyze AML risks associated with the client
- Create, consolidate, publish organization charts for GCP
- Maintain GCP group information sharing workspaces
- Provide support to GCP for group meetings, including facility and catering arrangements, ground transportation, group travel requests, invite list management, onsite support
- Facilitate GCP team member awards program including nominations, award winner selection and award package order/distribution
- Monitor and report on GCP employee training taken, including the mandatory Marketing Compliance training
- Assist with communicating policies/procedures to educate team members and provide general Operational support

## Qualifications for onboarding analyst

- Communicate with internal partners in order to obtain required information for onboarding
- Learn new electronic platform functionalities and communicate the relevant information to clients and staff
- Provide training for clients and internal partners on electronic platforms
- Maintain system configuration / static data in the eFX System (pricing ,margin, etc)
- Execute ongoing maintenance processes