



Example of Onboarding Associate Job Description

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Our innovative and growing company is looking for an onboarding 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 onboarding associate

- Editorial support/development of business communications and online content
- Interfacing with clients and providing updates and solutions as a central point of contact for assigned customer segment
- Contributing to continuous improvement to platform and UAT testing of new enhancements to onboarding system
- Communicating and building relationships with local and global middle office and operations teams relationship managers, sales, compliance, credit and legal teams
- Providing scheduled internal reporting of pending tasks and progress across assigned customer sets
- Part of a regional team and provide support and guidance to junior members on the Know Your Client process
- Key liaison point with Compliance on specific requirements and regulations arising under special circumstances
- Supervise the performance of Client account periodic reviews and remediation efforts as required
- Take on elements of client servicing activities in collaboration with the head of Client servicing in the region
- Manage new client adoption and regular review stream (as required), to ensure that all requests are approved in accordance with regulatory requirements and the bank's internal policies

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- Strong MS Office (Power Point, Excel) skills
 - Ability to maintain a schedule and deliver timely
 - AML/Client Onboarding experience preferred, not required
 - Experience of FIX client onboarding or support
 - Experience of working with vendor systems and connectivity hubs
 - Clear communicator able to work well under pressure