



Example of Onboarding Associate Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of onboarding associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for onboarding associate

- Partner regularly with business to fulfill client on boarding requirements
- Leverage in-house technology to record client information
- Actively participate in client on boarding projects/priorities (such as collection of missing documentation, remediation activities, client reference data reconciliation)
- Produce and report KPIs to help managing process
- Escalate any suspicious activity – Periodically review PEP and OFAC lists
- Complete projects to update client data and documentation to current standards in coordination with other areas as needed (COB, Compliance, Sales, Client Service)
- Providing strategic input to the broader AML team
- Have strong research and analytical skills with the ability to summarise complex findings
- Be a motivated and flexible team player
- Take ownership and pride in delivery and timeliness in a fast-paced, outcome focused environment

Qualifications for onboarding associate

- Good knowledge of equities or F&O front office trading systems and European market characteristics
- Experience of a trading floor environment
- Basic shell scripting and familiarity with Java

- Experience creating functional workflows