



# Example of Review Analyst Job Description

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Our company is looking for a review analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for review analyst

- Managed Review Senior Analyst will be responsible for meeting productivity and quality targets set for the Project, and helping Team Leads ensure the targets are met by the team
- He/she is expected to have thorough knowledge or Relevancy, Privilege, and Privacy concepts and should be a subject matter expert in Document Review
- He/she is expected to attain full knowledge of use of advanced review features in Review Platform and help innovate in building strong processes with use of advanced review tools
- The Senior Analyst is expected to fully contribute in quality checks and quality control methods and support Team Leads in management of the team
- He/she is expected to assist in database management and analysis, batching, quality analysis and production processes, help Team Lead manage the team
- Develop and maintain trackers for team, prepare client reports, attend client calls and contribute in formulating review and search strategy for Projects
- Assess AML/KYC for medium risk clients
- Management, co-ordination and tracking of completion of periodic review
- Able to review account documentation and identify what is missing
- Support front office to complete the periodic reviews and other regulatory remediation requirements

## Qualifications for review analyst

- Very good written and oral communication, analytical, problem solving and interpersonal skills, including ability to communicate with individuals from various backgrounds
- Requires a high school degree or equivalent and 3+ years of bank operations experience and 2 years of new accounts or commensurate experience
- Full use and application of banking and auditing procedures and theories
- Proficient knowledge of standard banking procedures
- Intermediate level skills in Word, Excel and Zeus financial software