



Job Description

Job title: Junior CDD Administrator

Department: Take on Team

Jurisdiction: Hong Kong

Purpose of the role

This role forms part of the Take on Team and will assist with CDD data entry, completion and reviews. The Junior Administrator will provide a comprehensive and confidential Client Due Diligence (CDD) service to the Law firm primarily in Asia and the Caribbean.

Key Responsibilities

- Completing CDD data entry and maintaining data quality by identifying & resolving areas for review
- Supporting the CDD processing procedure in accordance with policy & procedures
- Performing Sanctions Screening Checks and analysing results identifying areas for review
- Communicating with internal teams and external clients to ensure CDD collection is undertaken promptly following up as necessary to manage outstanding CDD
- Remediation of existing CDD where required
- Carrying out regular reviews of CDD information held in line with agreed policy and procedures
- Proactively respond to queries from teams and clients as part of the CDD service
- Provision of regular data to the Take on Team Manager as required

Competencies

- An understanding of Anti-Money Laundering and/or the Client Due Diligence environment is desirable
- Good IT skills, including Microsoft Outlook, Excel and Word
- Excellent written and verbal communication skills
- Excellent attention to detail and accuracy of data entry
- Good analytical and organisational skills, ability to prioritise work load and meet tight deadlines
- Ability to make decisions and use own initiative within the scope of regulatory requirements, policy and procedures
- Positive attitude and demonstrated ability to work effectively in a team
- Ability to use SharePoint & ViewPoint is desirable but not essential as training will be provided

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com