



## PR/094831 | KYC Operations Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1541513

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

June 3rd, 2025 09:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and Job Overview

JAC's client is a leading bank in Asia, looking for a KYC Operations Manager position.

Location: Ho Chi Minh City

#### Job Responsibilities

- Responsible for Quality oversight/ risk controls and monitoring that our guidelines are met.
- Performs higher level responsibilities involving the Consumer AML KYC activities and transaction monitoring.
- May support any area of the consumer business from an AML KYC perspective.
- Drive corrective actions and develop corrective action recommendations.
- Assist Unit Head with requests and may interface with compliance and audit examiners.
- Conduct targeted, mandatory or ad hoc Control Tests & Reviews for consumer AML KYC activities.
- Forms a strong understanding of AML KYC activities.
- Tests functional enhancements being implemented by vendors and integrated systems.
- Contributes to procedure or process change and enhancement.
- Accountable for producing metrics and report as well as their accuracy and quality.
- Updates documentation and communicating/training new processes and procedures to business partners.
- Has the ability to operate with a limited level of direct supervision.
- Appropriately assess risk when business decisions are made, demonstrate consideration for the firm's reputation and

safeguarding, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.

#### Job Requirements

- 2-5 years of relevant control and/or project experience.
- Bachelor's/University degree or equivalent experience.
- High attention to detail and quality.
- Consistently demonstrates clear and concise written and verbal communication skills.
- Proficient in Microsoft Office with an emphasis on MS Excel.
- Demonstrated analytical and problem-solving skills.
- Effective planning and organizational skills.
- Proven ability to make sound business decisions.
- Experience in creating and implementing processes that result in improved business performance.
- Ability to present a compelling case for ideas and initiatives through listening and articulating a convincing point of view.

#LI-JACVN

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#### Company Description