



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

May 20th, 2025 12:58

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.

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Company Description