



CERI International Sp. z o.o. is a rapidly expanding BPO centre (Business Process Outsourcing) with substantial experience in effective business process management. CERI International assists entrepreneurs in optimizing their operating expenses and in effectively translating better results into even better services. CERI International belongs to Commerzbank Group.

Due to the acquisition of a new process from a leading International Bank we are looking for:

KYC Analyst

(Regulatory Analyst for Financial Institutions)

Work place: CERI International Sp. z o.o., ul. Traktorowa 148/158, Łódź.

Reference No.: KYCRA/CERI/2014

MAIN TASKS:

1. Fulfilment of the Know Your Customer (KYC) regulatory requirements for more than 5.000 Financial Institutions worldwide.
2. Verification of Financial Institutions Clients - gather Client basic data (e.g. legal name and registered address, Client's official number, Client's ownership structure, Client's business model, etc.).
3. Collecting all necessary data from all available internal and external sources like Banker's Almanac, World Check, Factiva, etc.
4. Clarification of unclear information with the respective Key Account Manager
5. Ensure appropriate and confidential handling of sensitive information.
6. Commitment to continuously improve and streamline the process.

REQUIREMENTS:

1. University degree or during studies.
2. Basic knowledge about banking. Experience in the area of KYC and/or AML is a plus.
3. **Good command of English (especially reading and writing).**
4. Knowledge of one or more of the following languages at minimum intermediate level (especially reading and writing): Russian, Spanish, French, German, Chinese would definitely be a plus.
5. Appropriate computer skills.
6. High ability to search and analyze data.
7. Excellent work organization, time management and prioritization skills.
8. Attention to detail, accuracy and preciseness.
9. Ability to learn quickly.

WE OFFER:

1. An interesting job in an international company.
2. On-the-job training to perform the tasks.
3. Responsible and interesting tasks.
4. Working atmosphere distinguished by partnership and true team spirit.
5. An attractive performance oriented compensation package.
6. Co-financed Multisport cards, co-financed medical care package.



CONTACT:

To apply, please send your application (CV and cover letter) in English and Polish with reference number NYCRA/CERI/2014 to the following e-mail address: kariera@ceri.pl

We will contact only the chosen candidates. Thank you all for your application.

We kindly ask you to include in the CV the following clause: I agree for processing my personal data and putting them into a database of CERI International Sp. z o.o. with headquarters in Łódź, Traktorowa 148/158 with regard to the current and future recruitment projects, in accordance with the provisions of the Act about the Personal Details Protection dated 29.08.1997 (Dz.U. z 2002 r. Nr 101, poz. 926 z późn. zm.). I note that I have a right of access to the content of my data and their correction.

