

## **CB Pay KYC Team**

### **Position: Junior Assistant**

- Review and validate KYC documentation submitted by customers (individuals and/or businesses).
- Ensure accuracy and completeness of customer records and required data fields in the system.
- Assist in the collection, scanning, uploading, and organizing of KYC documents.
- Flag discrepancies, incomplete forms, or suspicious data to the senior team or compliance officer.
- Perform basic due diligence checks under supervision.
- Coordinate with front-line staff or branches to obtain missing or updated customer documents.
- Ensure proper filing and secure storage of physical and digital KYC records.
- Support in periodic customer information reviews and remediation activities.
- Maintain an understanding of the latest KYC guidelines and regulatory standards.
- Assist in ad hoc tasks or projects assigned by the KYC Supervisor or Compliance team.

#### **Responsibilities:**

- Bachelor's degree in Business, Finance, Law, or a related field.
- Prior experience in a banking or customer documentation role is an advantage.
- Detail-oriented with a high level of accuracy and data integrity.
- Good communication and coordination skills.
- Basic knowledge of KYC regulations and AML/CFT compliance (training will be provided).
- Proficiency in MS Office (Excel, Word) and document management systems.
- Ability to handle confidential information responsibly.