



Compliance Officer

On behalf of our client, we are seeking a Compliance Officer to join their team. In this role you will support the KYC (Know Your Customer) Remediation Lead by ensuring all operational activities are executed according to Anti-Money Laundering (AML)/KYC Minimum Standards for the maintenance of KYC documentation for existing risk rated clients. You'll have the ability to make a difference and lasting impact, work in a dynamic, collaborative, progressive, and high-performing team and opportunities to take on progressively greater scopes of work.

Duties & Responsibilities:

- Review and remediate client files in accordance with RBC's Global AML Program, Client Risk Scoring Methodology, and KYC Minimum Standards
- Ensure all flagged client files are updated with accurate information and appropriate statuses
- Maintain organized remediation tracking tools and records to support real-time reporting and audits
- Provide regular reporting to the Remediation Lead and other stakeholders, including performance and oversight metrics
- Review, update, and implement remediation documentation as required
- Scan physical client documents into a centralized repository
- Develop and carry out client outreach through emails, letters, and phone calls
- Update core systems with received KYC information and validate all documents to ensure compliance with approved standards

Minimum Qualifications, Skills & Experience:

- Associate Degree or equivalent relevant qualifications
- At least 2 years' working experience in Banking Operations or Compliance Operations
- Working knowledge of Microsoft Office with intermediate skills in Microsoft Excel
- Effective communication and interpersonal skills
- Must be detail oriented with the ability to grasp information quickly
- A strong Team Player and an advocate of collaborating with key partners
- Results oriented with effective organizational skills, ability to multi-task and meet deadlines
- Creative problem solving and strong research skills

Preferred:

- Knowledge of KYC requirements preferred
- Working Experience in a Client Facing environment will be an asset

To apply please send your résumé to caymanjobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.