

# Business Partner Due Diligence Operations Analyst

## Your tasks

Support for (Group) Compliance, (Group) Export Control & Sanctions plus the (global) Responsible Value Chain organization with operational tasks of the Business Partner Due Diligence process such as:

- False Positive clearing for Sanctions screening, Adverse Media Screening, Ultimate Beneficial Owner (UBO) Screening, Internet Research, and Continuous Screening.
- Manual Entry of BP information into the KYBP tool (depending on processes defined by the sectors/group functions).
- Correction of wrongfully entered data by the initiator (e.g. found during follow ups)
- Tracking of post-completion mitigation measures, incl. Follow ups with the business
- Determination if post-completion mitigation measures were indeed completed by the initiator and complies with the requirements set.
- Collection of random samples within the KYPB platform once a year based on a predefined set of criteria.
- Preparation of sample to send to Group Compliance, Group Export Control & Sanctions plus the global Responsible Value Chain organization for further processing and analysis.
- Collection of feedback of analysis by Group Compliance, Group Export Control & Sanctions + the global Responsible Value Chain organization

## Your profile

- Bachelor's degree holder in Business, Finance, Engineering, IT, or related courses.
- Basic knowledge in Compliance, Sanctions & Export Control and/or Labor and Human Rights, and Environmental Due Diligence.
- 2-4 years of related work experience in Compliance and Export Control is a plus.
- Work with Project teams on process improvements, development of KPI and other quality measures.
- Advanced knowledge of IT systems and databases preferably SAP.
- Proficient in using Office 365 applications; Advanced knowledge of Excel.
- Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect
- Experience with working with international teams a plus.
- Understanding of different cultures

## Our offer

- Hybrid work arrangement



Job ID  
**REF71129V**

Location  
**BGC, Taguig**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Global Business Services Manila, Inc.**

- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

## **About us**

### **GBS Manila Organizational Description:**

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.