

Business Partner Due Diligence Team Lead

Your tasks

- **Operations**
 - Ensures that false positive clearing activities, business partner information entries, data correction, post completion tracking and mitigation measures are performed according to documented processes.
 - Ensures sample check are within the KYPB platform and follows predefined criteria's.
 - Ensures clear communication and escalate any issues to Group Compliance and Export Controls team.
- **Service Level Agreements / Metrics**
 - Deliver performance that meets or exceeds service level agreement requirements.
 - Creates action plan on failed KPI's and monitor the closure.
 - Define performance measurements for BP Due Diligence operations.
 - Participate in negotiating service level agreements with business stakeholders.
- **Leadership and Management**
 - Plan, organize, lead and control the work of the teams to ensure that objectives are achieved and services are delivered to the customers/stakeholders.
 - Manage the performance of the BP Due Diligence team, including hiring, training, coaching, performance correcting (disciplinary actions), career planning and salary recommendations.
 - Act as escalation point for the day to day operations of the team, provide guidance and feedback, and coaching leads and team members.
 - Drive development measures for all members are achieved as per defined goal discussed with Service Delivery Head.
 - Drive and review teams capacity utilization and workloads, analyze headcount requirements, billing allocation and recommend action plans to Service Delivery Head.
- **Projects/Ad hoc**
 - Leads and executes global initiatives and projects that involve BP Due Diligence and related activities.
 - Identify, drive and sustain BP Due Diligence related process improvements and cost efficiency.
 - Lead future BP Due Diligence work migration, and help identify growth or expansion opportunities.
 - Assist staff in identifying, defining, and implementing process re-engineering and efficiencies.
- **Stakeholders/Customer Focus**
 - Work with the stakeholders in leading and executing global process initiatives impacting BP Due Diligence processes.
 - Identify improvements on process, tools, or ways of working and influence the stakeholders to obtain their buy in during execution.
 - Build and support relationships with business locations contacts,



Job ID
REF82634H

Location
BGC, Taguig

Leadership level
Leading People

Job flexibility
Hybrid Job

Legal Entity
**Continental Automotive Systems
Philippines, Inc.**

Group and Export Controls Compliance team, Finance, and other internal / external stakeholders.

- Foster communication and teamwork within and across organizational boundaries.
- **Process Improvement and Innovation**
 - Identify, drive and sustain Due Diligence process improvements, innovation, tools and ways of working.
 - Lead implementation of technology-related process improvement opportunities.
 - Drive and enhance employee participation in center and corporate wide initiatives (e.g. CBS culture, Bright Ideas) , achieved CBS goals as defined by his / her Service Delivery Head.
- **Internal Control**
 - Maintain and execute adequate internal controls for compliance with corporate policies.
 - Drive process compliance and assist internal and external audits.

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.
- 5-8 years of related work experience in Compliance and Export Control is a plus.
- 3 + years people and stakeholder management experience
- Advanced knowledge of IT systems and databases preferably SAP
- Proficient in using Office 365 applications; Advanced knowledge of Excel
- Prior experience in business process re engineering or process improvement initiatives a plus.
- At least 5 years supervisory/managerial experience in a BPO or shared service industry
- Change management
- Experience with working with international teams required
- Expert in customer relationship and stakeholder management skills
- Excellent communicator and deep understanding of different cultures and norms.

Our offer

Required Knowledge:

- Understanding of internal control elements, and BP Due Diligence best practices
- Project management experience
- Ability to plan, assign and direct work. Manage multiple priorities and follow through on projects to completion
- Highly analytical
- Knowledge and understanding of industry business operational concepts
- Ability to interview, hire and train
- Ability to address employee needs and resolve problems
- Able to prepare, manage and understand accounts payable reports to

drive process compliance

- Problem solving and decision making tools and techniques (Methodical)
- Communication skills, including presentation (Methodical)
- SAP knowledge and use (Specialized)
- Human relations skills (leading teams, conflict management, networking, communications) (Methodical)
- Total Cost Management (Methodical)

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

About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In **2024**, Continental generated **preliminary** sales of **€39.7** billion and currently employs around **190,000** people in **55** countries and markets.

The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.

In the Philippines, Continental Automotive Systems Philippines, Inc or CASPI (formerly Temic Automotive (Phils.) Inc., is a dynamic company with over 50 years in the Philippines, established as a key player in the automotive industry.

CASPI has successfully housed shared services to support Continental locations in Asia and around the world.

CASPI is proud to employ around 150+ skilled and motivated professionals who are part of our shared services team. These individuals are the backbone of our organization, driving our commitment to excellence, customer satisfaction, and organizational success.

To add, last May 6, 2024, Continental Automotive Systems Philippines, Inc. has been certified as Great Place To Work® in the Philippines.