

Business Partner Due Diligence Operations Analyst/Specialist

工作职责

False Positive Clearing

False Positive clearing for

- Sanctions screening
- Adverse Media Screening
- Ultimate Beneficial Owner (UBO) Screening
- Internet Research
- Continuous Screening

Entry of Business Partner Information + data correction

Manual Entry of BP information into the KYBP tool (depending on processes defined by the sectors/group functions)

Correction of wrongly entered data by the initiator (e.g. found during follow ups)

Tracking of post-completion mitigation measures

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

Sample Checks

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 + 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

Basic Technical and Customer Support

Technical Support for Tool for basic troubleshooting only.

User maintenance such as creation and access support

Answering Questions about Due Diligence Program

Information about BP Status

Internal/External Questionnaire Support

Forwarding tickets to responsible team

Process Improvement

Monitors and executes internal control procedures

Identifies and supports implementation of BP Due Diligence process and technology related improvement opportunities

Maintaining updated process documentations related to BP Due Diligence processes.



职位号码

REF87227B

所在地

Taguig City

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

Continental Global Business Services Manila, Inc.

People Management

Acts as an Office in Charge of the team in case their Team Lead is on leave

职位要求

- 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.
 - 4-6 years of related work experience in Compliance and Export Control is a plus.
 - Advanced knowledge of IT systems and databases preferably SAP
 - Proficient in using Office 365 applications; Advanced knowledge of Excel.
 - Work with Project teams on process improvements, development of KPI and other quality measures
 - Stakeholder engagement, supervising associates, conducts training/s on subject of expertise
- 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 in working with international teams
- Understanding of different cultures

我们可以提供

- Hybrid work setup
- 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.

关于我们

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.