

Business Partner Due Diligence Operations Analyst

Your tasks

We are looking for a Business Partner Due Diligence Operations Analyst to support Corporate Compliance, and Export Control & Sanctions with operational tasks of the Business Partner Due Diligence process.

Key Responsibilities

- **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 wrongfully 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 Corporate Compliance, and Export Control & Sanctions organization for further processing and analysis
 - Collection of feedback of analysis by Corporate Compliance, and Export Control & Sanctions organization
- **IT support**
 - Technical Support for Tool
 - User Creation / Access Support
 - Answering Questions about Due Diligence Program
 - Information about BP Status
 - Internal/External Questionnaire Support
 - Forwarding tickets to third level support

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.



Job ID
REF98068U

Location
Taguig City

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
**Continental Tires Manila
Business Services Inc.**

- 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.
- Experience in working with international teams
- Understanding of different cultures

Our offer

- 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.

About us

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025, and the Continental team is made up of 92,653 employees at 336 locations for production, research and development, and administration in 54 countries and markets.

Today, we are one of the world's key suppliers for mobility. With the experience we have gained over 150 years and our expertise across the company, we will continue to set the technological benchmark and play a leading role in shaping the transformation in the automotive industry.

Continental Tires Manila Business Services Inc., an entity under the Continental group of companies, headquartered in Hannover, Germany, is a strategic shared services center offering centralized, standardized, and technology-enabled business support. It will perform back-office support services and business process outsource services such as, human resources, finance and accounting, procurement and supply chain administration, customer service, master data, compliance management and information technology, to its foreign operating entities situated outside of the Philippines, through knowledge-based and computer-enabled technology. We collaborate with partners to deliver high-quality, end-to-end solutions that drive growth and transformation.