



FORMALITIES OFFICER

Ref: FO/OG/2016

Reporting directly to Head of Compliance Department

Your responsibility:

Clients account opening / onboarding process

- Preliminary review of the formal components of client files prepared by front office.
- Review of client identification and verification of identity process.
- Verification and control of client name, status and other formal elements (individual and corporate clients).
- Verification and control of signature/representation powers (individual and corporate clients).
- Relevant screenings of names against published lists.
- Other relevant checks.

Support to Client files management

- Support to periodic review of client files.
- Review and control of KYC due diligence measures.

Customer Data Management

- Input and enrichment of customer data in CRM system.
- Management of ancillary customer data and operating powers/authorities on client accounts.
- Update of customer database.
- Regular checks of customer data against published lists.

Your profile:

- University Degree in Law or other related field.
- Knowledge in KYC/customer due diligence/client identification.
- Knowledge of basic corporate legal environment.
- Knowledge of client database management /CRM system environment is a plus.
- English proficiency is a requirement. Fluency in Russian is an asset.



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Interested to take up the challenge?

Please send your application, mentioning the above reference, to the attention of Olga Grintsevitch, Head of Human Resources, to the following address: recruitment@gazprombank.lu

Your application will be treated in a confidential way according to the legal dispositions in terms of private data collection and treatment.