

Compliance Staff

JOB DESCRIPTION

- Assist the Compliance Officers in monitoring compliance with regulatory agencies, and ensuring compliance with the reportorial requirements and other requests of regulatory authorities
- Facilitate the application of SEC licenses of Company personnel as well as the renewal
- Review documents submitted in relation to account opening and accept accounts with complete requirements; conduct enhanced due diligence review for accounts tagged as high risk
- Assist the notary public in the notarization and preparation of notarial reports
- Liase with internal and external stakeholders on different compliance concerns

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JOB REQUIREMENTS

- Bachelor's Degree in any course, preferably pre-law major or related courses
- Excellent oral and written communication skills
- Strong organization skills and good attention to detail
- Can work independently and with minimum supervision
- Must be willing to work on-site at Ortigas, Pasig City

INTERESTED IN THE ROLE?

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