

EasyDo Digital Technologies

<https://easydo.co/job/data-validation-specialist-kyc/>

KYC Officer (Data Validation Specialist) – Arges area

Description

Empowering our Clients with People-Driven Digital Innovation Across Europe

We are a Group managing digital IT services and solutions, driven by people, innovation, agility, and deep industry insight. We are working with the largest private and public institutions to deliver IT services and solutions.

Being an entrepreneurial digital services group with a Human-Sized Tech Company, we are built by passionate experts and led by seasoned leaders in IT and digital transformation.

Responsibilities

Context:

In this role, you will support the proper application of client identification and verification processes, ensuring compliance with internal requirements and relevant regulations throughout the client lifecycle.

Main focus on:

- Review and approve documentation for new clients, ensuring completeness and accuracy in line with legal requirements and company standards.
- Periodically update and review existing client data, particularly for those requiring enhanced monitoring.
- Analyze client profiles to identify potential signs of non-compliance and take appropriate actions in collaboration with relevant teams.
- Work closely with commercial and support teams to complete or correct client documentation, ensuring a smooth process.
- Monitor relevant client information and activities to ensure records remain up to date and in line with internal policies.
- Maintain clear, well-organized, and accessible records within internal systems, in accordance with audit and control requirements.
- Contribute to the improvement of data review and verification processes by proposing practical solutions for greater efficiency and accuracy.
- Actively participate in training sessions and stay informed about the latest updates to procedures and applicable regulations.

Qualifications

- Knowledge of Microsoft Office
- Intermediate knowledge of English or French
- Communicative person with attention to detail.

Job Benefits

- Competitive salary and the opportunity to have a meaningful job where you can make a difference
- The chance to continuously evolve as a professional
- Medical insurance & Meal tickets. Variety of training opportunities

Hiring organization

EasyDo Digital Technologies

Employment Type

Full-time

Job Location

Remote work possible

Date posted

May 5, 2025

- Monthly bonus based on the achievement of various KPIs.

Join Us at EASYDO

- With a team of 250 dedicated professionals, we combine technological excellence with a people-first culture. We believe in empowering talent, nurturing careers, and building long-term trust with our clients and our teams

Contacts

📧 Contact our Talent Team by email to hiring@easydo.co

Or visit our careers portal: www.easydo.co/career.