



KYC ANALYST. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group (ASG) Global Services Philippines is looking for a **KYC (Know Your Customer) Analyst** to contribute to the operations of **Chapman Freeborn International**.

This position is based in the ASG Global Services Philippines office in BGC, Taguig, under a hybrid setup and working on APAC Time Zone.

Chapman Freeborn International is a multi-award winning, global specialist in aircraft charter and aviation support, renowned for its innovation, expertise, and professionalism. Founded in 1973, bringing over 52 years of experience in providing tailored air charter solutions for both passenger and cargo transport.

Role Overview:

As a **KYC Analyst**, you will play a key role in ensuring business applications run smoothly and meet evolving user needs across global teams. This position bridges technology and operations by enhancing user experience, promoting self-service, and contributing to continuous system improvement. It's ideal for someone who thrives in a collaborative environment and enjoys solving problems with empathy and precision.

Key Responsibilities:

- Perform track KYC checks for new and existing customers and vendors throughout the onboarding process.
- Act as the main point of contact for customers and vendors, coordinating with stakeholders to resolve queries and ensure timely completion.
- Maintain accurate documentation and provide regular status updates on onboarding progress.
- Collect and report metrics related to onboarding and due diligence activities.
- Manage a database of third-party risk information and provide regular reports to the Head of Compliance.
- Support the Head of Compliance with special projects and provide advisory assistance as needed.
- Ensure all activities comply with group policies, legal requirements, and risk management standards.

What we are looking for:

- Having at least 2 years of proven experience in KYC, compliance or client onboarding roles.
- Strong understanding of due diligence processes and risk management principles.
- Excellent communication and stakeholder management skills.
- High attention to detail and ability to manage multiple onboarding cases simultaneously.
- Familiarity with regulatory requirements and internal policy frameworks.
- Ability to work independently and as part of a cross-functional team.

The Benefits of being part of our Team:

- Work and grow in a global charter and aviation support organization
 - Join an inclusive work environment and dynamic team where your insights are valued, and innovation drives success.
 - Benefit from a flexible work environment and comprehensive perks that support your personal and professional well-being.
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A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.