



Job Description

Job Title:	Risk Management Executive/Analyst (Thailand)
Reporting to:	Risk & Compliance Manager

Job Responsibilities and Duties:

Role summary:

- To ensure effective boarding processes for new merchants is being followed – processes including assessment of merchants' applications, measuring the degrees of risk associated to their boarding and analysing their compliance to the Card Schemes rules and regulations, and collaborate with key internal players (Sales, Legal teams, External Partners, Merchant Support, Finance) and interface with our merchants and partners.

- Conduct due diligence/KYC procedures for on-boarding merchants
- Review application packages and ensure that they contain all relevant documents
- Analyze merchants' processing statements and company financials
- Interview merchants' key stakeholders when required to collect information
- Communicate with acquiring banks, send completed bank application packages and follow up for merchant account to be released
- Perform risk assessments and data analysis related to fraud and chargeback for all merchants and monitor the risk exposure
- Proven ability to prepare a detailed risk reporting to the management.
- Research and maintain current knowledge to ensure adherence with all applicable regulatory requirements on Risk Management policy and procedures, and adhere to all such standards, both legal and regulatory, to avoid exposing the company to undue risk.
- Carry out other ad-hoc duties as required by management.

Requirements:

- BSc in Management or equivalent
- 3-5 years' Risk Management experience in the e-commerce / card industry
- Good analytical skills - ability to analyze complex data
- Readiness to work with busy schedules and tight deadlines
- Internet/tech-Savvy with a passion for Internet and Technology
- Ability to approach problems in a quantitative and qualitative manner
- Understanding of AML, KYC, Due Diligence and Risk Management
- Strong presentation skills and proficiency in the use of Excel, Word and PowerPoint.
- Fluent in English