



澳門彩票有限公司
macau-slot.com

無限機遇

盡在澳彩

Your Journey Begins Here !

Position: Service Assurance & Compliance Executive

Department: Administration

Job Responsibilities:

Compliance

- Perform KYC checking within the company;
- Conduct corporate compliance review to ensure no major compliance issues impacting company operations;
- Compiling monthly Anti-Money Laundry (AML) reports;
- Good recording keeping (Document Management System) of all AML documentations;
- Periodic update on the AML software database;
- Collect numerical data / data extraction.

Service Assurance

- Coordinate and assist in implementing service assurance programs;
- Be able to streamline different cross departmental processes among various departments;
- Formulate any visual aids/ graphs/ reports for future study.

Documentation

- Maintain a Documentation System for various front-line departments;
- Establish new / amend existing forms in both Chinese and English;
- Assist in Chinese to English translation (or vice versa) for various departments;
- Compose training materials and departmental journal periodically.

Job Requirements:

- Tertiary education graduated, preferably on mathematical background;
- 1 year relevant experience preferred;
- Proficiency in Chinese and English;
- Strong skills in document processing tools, ie. Word, Excel, Visio;
- Strong analytical and presentation skills;
- Keen to details and self-motivated.