

# JOB DESCRIPTION

## KYC Analyst

### POSITION DETAILS

Department: Accounts  
Location: Kildare  
Length of Contract: Permanent/Full-time

### About Alchemy

Alchemy was founded to help consumers and enterprises realise the full value of used technology so that we can help make buying a used smartphone, laptop or other technology an easy and reliable experience for all users.

Aside from the obvious economic benefits available to users, of buying used/refurbished technology, Alchemy also promotes the massive environmental benefits associated with the tech circular economy and, as a leader in this industry, Alchemy prides itself on our positive environmental impact by reducing electronic waste and ensuring that devices avoid burials and cremations; and are given the chance to be reincarnated.

Our focus on used tech trading generates rich and valuable data on device resale values, which our team of data analysts and industry experts use to advise our customers on future price projections and ultimately help to shape industry buy-back and recycling programs that continue to build the circular economy across the globe.

We only work with the world's leading tech and telco companies to jointly deliver solutions that result in consumer delight. We seek only the very best people to enable us to deliver our vision – if this is you, come and meet the Alchemists.

### Role Description:

The KYC/KYS Analyst will be integral to the accounts team, focusing on new client and vendor checks in multiple jurisdictions. The successful candidate will have an appetite to join a fast-growing company with First Class global ambitions within the trade in & second-hand technology business.

### Key Responsibilities:

- Perform Know Your Customer/Supplier (KYC/KYS) checks on new & existing clients and vendors in multiple jurisdictions
- Conduct research on existing clients to obtain data from public sources
- Liaise with the client & sales staff to obtain required KYC and legal documentation prior to account set-up
- Screen entity names against sanctions, adverse news and politically exposed persons lists
- Escalate red flags and due diligence findings to Senior Management
- Ensure compliance to company policy & procedures and always apply a risk-averse mindset
- Provide advice to the business on the full range of AML/CTF matters
- Support the development & integration of technology tools to automate processes
- Liaise with various other internal teams to ensure compliance is met
- Escalate any issues to the relevant team or manager
- Ensure accurate entry of new clients and vendors into interface and financial systems

**We Have:**

- An experienced, innovative bunch of people – leaders in their field - unparalleled in tech trade-in solutions and remarketing
- Sophisticated partners and investors that give Alchemy a financial edge and credibility
- A creative and fun environment with great flexibility for the right candidate to make the role their own
- Outstanding technology platforms and solutions that are available globally to our customers
- A disruptive business model that makes Alchemy a compelling partner to customers and suppliers alike
- A winning attitude based on our ability to deliver and our appetite to do so

**You Have:**

- Relevant experience within AML/KYC/KYS and Onboarding
- Experience working in Banking or Financial Services is desirable
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- Strong understanding and technical ability to use up-to-date technology
- Advanced excel skills – the ability to use and or understand pivot tables, etc.
- Willingness to learn and develop within the role
- Demonstrated leadership skills/team building & motivation skills
- Demonstrated administrative, organisation & communication skills required
- Self-motivation with drive, enthusiasm and commitment
- Ability to work well under pressure in a team environment essential
- Commitment to innovation, continuous improvement and excellence
- Empathy – awareness of people issues and ability to manage effectively in conjunction with HR

**Compensation:**

DOE

**Applications:**

Application's can be sent via e-mail to [recruitment.eu@alchemyglobalsolutions.com](mailto:recruitment.eu@alchemyglobalsolutions.com)

**Please note:** This role is advertised both internally and externally.