



# POSITION DESCRIPTION

**POSITION TITLE:** Registration Administration Officer

**LOCATION:** MALAYSIA  PHILIPPINES  VIETNAM

## ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

## CLIENT OVERVIEW

We are looking for a **Registration Administration Officer** for an opportunity to join an established growing business in a rapidly expanding financial services group with over \$35 billion FUA.

Our client is a specialist team that service a large client base of reputable Fund Managers and their investors.

The team is responsible for administering daily transactions acknowledged from investors as well as distributions, completing Anti-Money Laundering (AML) & Know Your Client (KYC) checks on investors to guarantee full obedience to all relevant laws and regulations.

## CLIENT POSITION DESCRIPTION

### Key Responsibilities

- Receive initial and additional applications from the business unit and accurately and efficiently input into the registry system. This includes the full account setup, which records all of the investors details that need to be collected and input to meet AML/KYC/FATCA & CRS requirements.
- Input application trades into the registry system.
- Process static data maintenance requests from the team. This includes updating clients details such as addresses, emails and banking details.
- To communicate effectively with the team regarding the prioritisation of work items and inter daily deliverables.
- To ensure that all daily and monthly operational registry and reporting deliverables for all clients are met, in a timely and accurate manner.
- Establish & build relationships with internal parties.
- Ensuring integrity of static data and client on boarding.



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## Qualifications & Experience

- Graduate in accounting, finance, economics degree and/or formal qualifications in a relevant business stream.
- A basic knowledge of the department's operational flows - e.g. transaction and Customer procedures.
- Good liaison skills across all levels of the team.
- Excellent typing skills with high accuracy 90WPM
- Committed to providing the highest quality of service to our customers and internal stakeholders.
- Exceptional attention to detail and high level of accuracy
- Excellent English skills
- A basic understanding of core registry processes, AML/KYC requirements, fund accounting operational knowledge would be desired, but not essential.

## Attributes

- Understand the importance of confidentiality
- Self-motivated and consistently looks for ways to do things more effectively and efficiently and develop creative solutions to everyday challenges
- Excellent organisational and time management skills, with the ability to manage multiple projects, perform under pressure and adhere to strict deadlines;
- Ability to manage competing interests and time schedules
- Ability to adopt a consultative and cooperative approach
- Motivated, engaged, flexible and resilient
- High levels of integrity and personal ethics and excels under pressure
- Well organised and excellent in email and file management.

## ASW Offers

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with one of the clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.
- To find out what our people say about working at ASW, visit: <https://aswhiteglobal.com/careers/>