

If you are a student or a graduate and are looking for a job that is flexible and suits your personal program, you might want to consider a career opportunity in online payments as a **KYC Specialist** at Paynetics.

We are a leading and innovative fintech company, licensed e-money institution, focused on the payment industry with offices in Bulgaria and the UK. We have built a team of passionate and experienced professionals, whose shared mission is to create the world of digital payment solutions.

Our clients are merchants offering services and products mainly online and willing to accept card payments. Paynetics is a principal member of the international card schemes VISA & MasterCard. We have recently launched the first mobile payment app in Bulgaria (Phyre) and the first utilities payment app in the Bulgaria (Cashterminal) and UK (BillButler).

Due to our growing product portfolio, target markets and extending operations, we are looking for a

KYC Specialist (Identify Verification Specialist)

who will be responsible for clients verification from distance.

Responsibilities:

- Ensure efficient customer identity documents review and applying procedures for documents verification in accordance with regulation requirements and money laundering methodology.
- Detect fraudulent/ fake documents and take necessary actions on the accounts.
- Identify, with minimum delay, altered document trends and report them to the Risk & Monitoring team.
- Act as a liaison with the Risk & Monitoring team regarding fraud document patterns to mitigate risk.
- Monitor queues, conduct reports, and other ad hoc tasks.
- Adapt to a constantly evolving know your customer and money laundering methodology.
- Ensure all know-your-customer related activities are recorded through various databases.
- Achieve individual goals, based on quantitative and qualitative standards.
- Perform other duties in the Customer Support department as required.

Requirements:

- The job is suitable for students or graduates.
- Experience in a similar role is considered a plus.
- Desire to work in the online payments field.
- Readiness to work on a flexible working time on shifts, 7 days week, no night shifts.
- Sound communication and interpersonal skills.
- Attention to details and problem-solving capabilities.
- Ability to work in a team.
- Ability to meet deadlines.
- Experience with Word, Excel, Outlook.
- Working level of English language – written and spoken.

We offer:

- Work in a new growing team, with distinct responsibilities and targets.
- Adequate remuneration in accordance with the work performance.
- Evaluation of the individual contributions.
- Office location in Sofia.
- Multiple career progression opportunities in a dynamic in-house business.
- Working on shifts.
- Permanent labour contract with Paynetics AD.

If interested, please, send your CV in English to: **penka.zlatkova@paynetics.digital**.