

**Position:** Junior Compliance Analyst  
**Business Unit(s):** SegMint GmbH  
**Location:** Frankfurt, Germany  
**Department:** Compliance  
**Reporting to:** Head of Compliance

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## Summary

The Compliance Department is involved in a broad range of activities, including but not limited to due diligence, compliance checks and maintenance of policies and procedures.

This position provides an opportunity for a candidate to learn on the job and grow with the fast-moving organisation.

The candidate should preferably possess experience in the digital assets, crypto or financial services industry, but this is not a condition. The candidate should be self-motivated and have strong communication and organizational skills with the ability to manage multiple, simultaneous tasks. This position is based in Frankfurt and reports functionally to the Head of Compliance.

## Primary Responsibilities

The position's primary responsibilities include, but are not limited to, the following functions:

- Due Diligence Tasks:
  - Assist to conduct AML/KYC due diligence on new and existing counterparties
  - Support completion of relevant due diligence questionnaires
  - Maintenance of compliance to-dos and compliance calendar
  - Prepare and maintain policies and procedures
  - Collaboration with other departments to ensure compliance with applicable regulations and industry standards

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

## Experience / Qualifications:

- 0-3 years of working experience
- Proficiency in English

## Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quick in learning, and self-motivated team player
- Strong analytical and problem-solving skills
- Ability to efficiently communicate
- Ability to perform in a fast-paced environment and ability to support multiple tasks in parallel