Our client is a leading international banking institution with an established market position. Due to the expansion of their operations team, we are looking for an ambitious and motivated individual who would like to pursue a career in the banking sector as a Client Onboarding Analyst.

Client Onboarding Analyst

Nr ref.: 354/10/2026/PW/271156/jobs.pl Warszawa (mazowieckie)

What you can expect from us?

- Employment based on a service contract (umowa zlecenie) or a B2B contract until August 31, 2027 (with the possibility of extension),
- Attractive remuneration,
- Hybrid work model (2 days working from home, 3 days from the office),
- Access to private medical care and a sports/fitness card,
- An opportunity to launch your career within a prestigious international organization,
- A package of professional training sessions to comprehensively prepare you for your tasks,
- Work within a dynamic team and an international environment, where you will use English on a daily basis.

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- Responsible for customer interaction, documentation issuance, review, and system setups. Demonstrates high levels of diligence, motivation, and organizational skills.
- Performs day to day management of the Client onboarding, including daily management of in-process, pended, and service-related activities, ensuring client onboarding requirements are clearly defined to support all scenarios of account opening requirements, to include delivery of very high-quality service to customers and internal partners.
- Focuses on timely and accurate delivery of all client onboarding functions, as well as delivering superior customer service and resolution of customer issues.
- Participates in various types of project management in the Client onboarding services space and managing cross-functional relationships with all teams.
- Ensures consistent delivery of high-quality service to customers through meeting or exceeding customer expectation guided by service level agreements and efficiency/accuracy standards. Understands new customer requirements and ensures adequate support to new customer requirements and initiatives.
- Ensures awareness and full compliance of internal processes, regulations, policies, guidelines, procedures, and practices.
- Maintains a strong culture of risk and controls in the team through various processes and check points. Daily deliverable of routine and defined tasks, while developing knowledge of the broader context in which work is being performed.
- Has the ability to operate with a limited level of direct supervision and can exercise

independence of judgement and autonomy.

- Appropriately assess risk when business decisions are made, demonstrating consideration for the firm's reputation and safeguarding group, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.

What we expect from you?

- 3-5 years of experience in Documentation review, Client Onboarding, Account Opening and Client contact in Financial Institutions.
- Proficient knowledge of English and Polish (min. B2)
- Demonstrated interpersonal skills, pro-active team player but also able to work independently, with exceptional written and verbal communication skills.
- Highly motivated, persistent, and able to work in a structured, high volume, time sensitive, high-risk environment.
- Capable of prioritizing and eager to learn multipleproducts in a challenging environment. Fast learner, strong attention to detail, and willingness to go extra mile.
- Proficient in Microsoft Office Applications. Exposure to Client interaction.
- Consistently demonstrates clear and concise written and verbal communication skills.
- Proficient in handling urgent and escalation cases and managing client and internal team expectations.