

Morgan Stanley - Corporate Security & Investigations (CSI)

Job Level	Analyst (Onsite vendor contract role), Due Diligence, Asia Pacific
Location	Hong Kong

JOB DESCRIPTION

The due diligence (DD) team within Morgan Stanley's CSI function conducts comprehensive and discreet due diligence investigations to identify and assess business and reputational risk issues involving potential clients, partners, and vendors of the firm. The Analyst plays a key role in all aspects of the production of DD reports.

The DD team works closely with the firm's Business Units, Client On-Boarding teams, Financial Crimes Group, Environmental Risk Officers etc. in the region and globally.

EXPERIENCE / QUALIFICATION / SKILLS

- Excellent people and communication skills in a culturally diversified environment.
- Proficient in English and Chinese. Knowledge of any other Asian language is an added advantage.
- Advanced research and writing skills developed through graduate studies or employment/internships in a field related to investigations, research, intelligence, etc.
- Demonstrated ability to write clearly and informatively; edit work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to analyze and synthesize large amount of information from disparate sources.
- Hands-on experience in desktop information retrieval and reviewing public records. Any knowledge of online databases and data mining tools will be preferable.
- Complies with relevant processes and has a keen eye for details.
- Thorough understanding of the current and developing business and political affairs within the Asia Pacific region.
- Good knowledge of regulatory frameworks related to AML/Sanctions/Anti-Corruption in the banking industry.
- Passionate about DD with the ability to excel in a challenging environment.

RESPONSIBILITIES

- Screening of client and counter-parties on global risk and compliance databases.
- Conduct review of information and sources for accuracy, reliability and relevance in assessing risk.
- Write summary reports based on factual findings from open source desktop research (media and Internet, regulatory and litigation records, company filings, etc.).
- Provide responsive service to the Business Units and regularly updates Asia Pacific DD management team on relevant findings and case related issues.
- Assist with ad-hoc tasks given by the Asia Pacific DD management team.

If you are interested to apply for this position, please contact connie.tung@morganstanley.com.