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# Example of Compliance Risk Manager Job Description

Our innovative and growing company is looking to fill the role of compliance risk manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for compliance risk manager

* Keepon top of regulatory developments within or outside of the company evolving best practices in compliance control
* Supervise staff by training, mentoring, coaching, prioritizing assignments, and setting goals
* Responsible for conducting meetings with various Trustmark department managers in order to gather information regarding their need for technical writing assistance within their departments
* Review of the work produced by junior level staff and the management of engagements is a critical part of this position
* Support successful completion of various external compliance certification programs if required
* Support service delivery in preparation for client audit or compliance program
* Drive a broad and proactive risk handling approach with the business stakeholders, creating risk awareness, risk resilience and risk handling in a consistent manner together with respective stakeholders
* Manage tracking of identified findings and actions to closure and report to leadership
* Responsible for translating regulatory legal advice into IT operations and ensuring compliance with guidance
* Responsible for the leadership and execution of IT SOX, SOC1, SOC2, HIPAA, PCI and NIST compliance and processes with a Governance, Risk and Compliance (GRC) Management System

## Qualifications for compliance risk manager

* Executive presence to report, at least quarterly, to the Audit Committee of the Board of Directors on current quarterly audit results, any findings, corrective actions and status of prior open issues
* Analysis of audit programs for effectiveness, recommending changes and improvements as appropriate
* Discussion with clients of any changes to scope of audits performed, significant findings noted as the audit progresses and conclusions and recommendations as audits are finalized
* Experience with risk and compliance monitoring tools, such as Archer GRC, is strongly preferred
* Proven highly advanced influencing and communication skills to advance strategies throughout all levels of an organization
* Self-starter, creative and has a growth mind-set