Downloaded from <https://www.velvetjobs.com/job-descriptions/information-security-compliance-analyst>

# Example of Information Security & Compliance Analyst Job Description

Our company is growing rapidly and is looking for an information security & compliance analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for information security & compliance analyst

* Assist Program Manager in being liaison and LNE advocate between external security assessment firms and internal operations teams to promote on-time and on-budget completion of engagements
* Assist Program Manager in leading formal presentations of compliance status and issues regularly to IT teams and management
* Participate in the security community such as ISACA, ISC2, SANS Institute
* Performs security assessments/audits of third party service providers/vendors
* Evaluates and documents security risks, vulnerabilities and threats to systems and data
* Consults and supports business unit and corporate IT security staff, network and server administrators, desktop support staff on security issues/incidents and requirements
* Manages internal vulnerability management program
* Serves as a point of contact for information security related audit and assessments requests
* Prepares compliance audit data by compiling and analyzing internal and external information
* Supports departments by collecting and coordinating internal compliance data with auditors and various departments

## Qualifications for information security & compliance analyst

* Familiarity with common compliance frameworks such as COBIT, COSO, ISO 27K, and industry recognized guidance such as NIST a plus
* Ability to work efficiently and independently with minimal supervision and guidance from the Bangalore office in India supporting the corporate headquarters in the US
* BA or BS degree or higher in IS or related field required
* CISA , CISSP, PMP,CRISC or other relevant designation preferred
* Knowledge of information security standards (e.g., ISO 17799/27002, ), rules and regulations related to information security and data confidentiality (e.g., FERPA, HIPAA, ) and desktop, server, application, database, network security principles for risk identification and analysis
* This position requires some weekend and evening assignments availability during off