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# Example of Operational Risk Analyst Job Description

Our company is growing rapidly and is looking for an operational risk analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operational risk analyst

* Designs and maintains the systems and tools used to support the scenario analysis program
* Ensure process activity and governance (controls) is efficient, effective, and aligned with AXP and the BU’s risk tolerance to prevent negative events from occurring
* Document, investigate and analyze operational incidents impacting the portfolio management process, for root cause and business impact analysis
* Support development and ongoing maintenance of operational risk management tools
* Recognize process improvement opportunities and recommend and support implementation of solutions
* Responsible for reviewing “Policies and Procedures”, “Operational Errors/Incidents”, “Plans & Results of Internal Inspections” and reporting the results of review to the management within the pre-set time period
* Responsible for administrative tasks in relation to reviewing tasks
* Responsible for communicating with other branches/divisions/offices and direct them from operational standpoint
* Ensures that the projects are completed on schedule and to budget
* Responsible for CSA (Control Self Assessment) related projects

## Qualifications for operational risk analyst

* Support the design and implementation of operational risk governance model for the Commercial Banking Group
* MS-Access & SharePoint - Preferred
* Financial qualifications like CFA, FRM, PRMIA, CQF highly desirable
* Analyzes control environment of WM-CA’s business, processes, and products to identify gaps and recommend control enhancements to improve the environment
* Maintaining a focus on the task at hand and the desired results
* Lead the and further grow a team of operational risk analysts in the ongoing maintenance and further development of the Group Operational Risk Scenario framework across various jurisdictions (incl