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# Example of Operational Risk Management Job Description

Our growing company is hiring for an operational risk management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operational risk management

* Organizing and maintaining files in accordance with records retention guidelines
* Providing support to executives for records management and business continuation
* Performing such other administrative services as may be deemed necessary or appropriate (e.g., back-up other assistants when out of office)
* Identifying administrative needs for the organization and initiating projects to support those needs
* Initiate and follow on procurement requests (ordering hardware/software, phone requests, on-boarding new hires/transfers)
* Process information security requests
* Enhance the Governance and Reporting framework through gathering feedback and enhancing Control Committee and Executive reporting standards
* Develop relationships with LOB/Function aligned Operational Risk Officers and Oversight & Control to further develop the Operational Risk Framework
* Develop training materials and create comprehensive deployment strategy
* Define, develop and enhance the operational risk governance process create and maintain the framework, policy, and standards for enterprise-wide operational risk programs to ensure businesses and functions are executing operational risk programs as required

## Qualifications for operational risk management

* Operational Risk experience a must
* Ability to build network
* Ability to analyze risk metrics and translate into predictive action plans that anticipate and mitigate risk exposure
* Seven years proven credit policy and/or credit risk management experience, or equivalent
* Additional qualifications such as CFA, FRM and CPA will be favourably considered
* As the role requires you to work closely with line departments, you would need to demonstrate excellent people leadership skills in maintaining good business relationships within the business units and across the corporation