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# Example of Operational Risk Manager Job Description

Our growing company is looking to fill the role of operational risk manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operational risk manager

* Responsible for maintaining the CRO FLDS intranet and SharePoint
* Close collaboration with CRO FLDS teams to measure, assess and report the level of compliance of CRO with regulations
* Proactively manages and maintains the health of business data elements - both content and metadata
* Ensures AoR achieves standards of data quality and integrity
* Directly manages junior staff and performs human resource management activities, including identifying performance problems and developing plans for remedial action
* Assists in the development and execution of risk and control consulting activities for Supplier Risk in accordance with internal standards, relevant government statutes and regulations
* Establishes strong relationships with senior leaders and related control groups
* Works with business process owners and internal/external auditors to evaluate Supplier Risk control deficiencies, and develop risk-based solutions to address concerns
* Interprets, applies and recommends changes to Supplier Risk policies and procedures
* Uses judgment to provide an overall opinion on the business unit’s control environment and communicates findings to management

## Qualifications for operational risk manager

* Knowledge in legal/compliance knowledge will be advantage
* Solid knowledge of modern risk management theory, common practice and overall risk management system including market risk management, credit risk management operational risk management
* Strong proficiency in Microsoft Office Suite (PowerPoint, Excel )
* Bachelor’s or University degree (accounting, finance or economics) or equivalent experience
* Bachelor’s degree in Accounting, Finance, Management, or IT OR 5-7 years of experience required
* Prior experience in a reporting environment, committee support role and/or risk-based analysis role (Experience in an Insurance or Bank environment would be an asset)