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# Example of Operational Risk Job Description

Our growing company is searching for experienced candidates for the position of operational risk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operational risk

* Assist with Regulatory and Internal Audits
* Support execution of GRC program assessments – such as performance and maturity assessments, vendor risk assessments
* Serve as the central point of communication with GRC vendor – managing SLAs, contracts, upgrades
* Support ad-hoc GRC program activities such as project plan management, meeting coordination, development of business requirements, training efforts, documentation of EDM project deliverables
* Ensure operational and other risks are assessed, understood and mitigated prior to launch/implementation of all projects
* Review submissions to the New Business Committee and perform operational risk assessments on new product proposals
* Review submissions to the Deal Review Council for non-standard services and perform operational risk assessments as required
* Perform Risk and Control Assessments, Scenario Analysis and analysis of External Events
* Support the analysis of high impact internal operational risk events including the use of HFACS to evaluate process/control failures and assist with developing action plans appropriate to the event
* Implement operational risk practices and ERM related policies and procedures

## Qualifications for operational risk

* Maintain quarterly performance statistics
* Work with Global Sourcing to meet deadlines and maintain data quality
* Review work produced by Global Sourcing
* Assist in the development of process improvements
* Candidate must have exceptional interpersonal and communication skills plus the ability to work independently and as a part of a team
* Prior risk assessment experience