Downloaded from <https://www.velvetjobs.com/job-descriptions/risk-analysis-specialist>

# Example of Risk Analysis Specialist Job Description

Our growing company is hiring for a risk analysis specialist. 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 risk analysis specialist

* Supports the contract development and maintenance process and ensures consistent management of all contracts
* Supports the initial development of and continuously maintains standards for contracts, including payment terms and conditions, Key Performance Indicators, Service Level Agreements, and general language and provisions
* Supports procurement contract negotiations, assisting in low-to-medium complexity, low-to-medium contracts where appropriate
* Loads and securely maintains contracts in internal databases
* Maintains database of contract templates and contract records and communicates contract renewal notices
* Evaluates the terms and conditions of a variety of contracts (e.g., professional services, license, goods and services, confidentiality, consulting)
* Provides administrative support for the analysis and development of strategies for contract negotiations
* Collaborates closely with various department and category leaders in the contract development process
* Interfaces with Risk, Legal and HR representatives regarding insurance coverage and Legal and other HR requirements
* Maintains and communicates deadlines on contract deliverables

## Qualifications for risk analysis specialist

* High proficiency with MS Excel, Visio, Power Point, SQL
* Knowledge of Financial Reporting, Commercial Credit Analysis, PD/LGD modeling
* Proficiency with GDA, LaTeX, Perforce, SAS
* Ability to work with Technology to deliver a HLD &LLD documents that can be leveraged for UAT and implementation into production
* 5+ years commercial or small business lending credit experience
* SAS/SQL Data Mining