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# Example of Security Information Specialist Job Description

Our growing company is searching for experienced candidates for the position of security information 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 security information specialist

* Manages incident handling processes which include implementation of containment, protection and remediation activities
* Guides on creating cost effective solutions for system/application development regarding Information Security processes and concepts in applicable systems and software
* Performs day-to-day Information Security functions pertaining to computer security software products and processes
* Promote integration of Information Security risk management into business and IT processes and projects, Corporate Risk and Compliance programs
* Responsible for interfacing on a regular basis with Technology Infrastructure departments
* Partners with the local Information and Business Process owners in order to support them to understand the steering documents the value of the information in their process or solution, and how to subsequently place the necessary Data Privacy and Information Security requirements and measures on their process or solution
* Supports and coordinates continuous internal and external compliance measurements (Information Security Self Assessments, PCI-DSS, Penetration testing of local solutions, ) and reports on the level of compliance to the relevant business stakeholders
* Education of Information Security topics to the Finance community our Asset Stewards (leads within each DTE in finance on IS)
* Organization of our Asset Registry for all of Finance
* Ensuring the controls for our assets are followed

## Qualifications for security information specialist

* Familiarity with security industry standards (ISO 17799, ISO 27001/2, ISO 31000, NIST 800 series)
* Customer service and client management experience
* Ability to identify, resolve and escalate problems
* Ability to think clearly in occasional high stress situations
* Ability to utilize many different sources of information to create and communicate a clear picture of what happened to management
* Possesses in-depth knowledge on network, endpoint, threat intelligence, forensics and malware reverse engineering, the functioning of specific applications or underlying IT infrastructure