



Example of Corporate Security Job Description

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Our growing company is looking to fill the role of corporate security. 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 corporate security

- 30% Translates business requirements using complex methods and models to develop solutions
- 30% Research, identify, test, certify, select, install and maintain security technology products
- 10% Provide input into annual budget planning project budget planning
- 30% Mentor and train other associates in the use, troubleshooting and repair of security technologies
- Maintain new-hire background records
- Manages compliance activities in support audit and assessment activities, including customer, PCI, and internal audit reviews
- Monitors vulnerability scanning, SIEM systems and related applications
- Performs security assessments for selection of third party service providers/vendors
- Coordinates with stakeholders in corporate and business unit security and IT teams on all information security related activities and promotes information security awareness
- Document and assess risk levels and responds to incidents on information systems, including networks, applications, infrastructure systems, and other IT systems

Qualifications for corporate security

- Files investigator files
- Retrieves and verifies information and produces management and monthly reports for the Security Department
- Interacts with internal and external customers, handles problems directed to the department
- Reviews monthly reports prepared in a variety of departments for accuracy and reasonableness and resolves discrepancies with managers