



# Example of Cybersecurity Analyst Job Description

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Our company is growing rapidly and is looking for a cybersecurity analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cybersecurity analyst

- Conduct independent reviews of infrastructure security, data security and access requests to determine if requests are appropriate
- Conduct independent reviews of hardware /software products supporting IT Services and vendors providing IT Services to determine if selections are appropriate
- Provide formal input and analysis into Cybersecurity policy /standards exception requests, including formal documentation of position and related risk assessment
- Collaborate with project teams, Audits, Law and Supply Chain Management, OUs, and throughout IT (architects, developers, systems operations personnel) to (a.) ensure policy/standards needs are addressed, and (b.) to train and educate key end user groups of the pertinent policies and standards that apply to them
- Analyze trends and themes in exception requests submitted and recommend procedure, policy or standards changes to address underlying issues identified
- Coordinates threat activities with managed security operations services, external agencies and information sharing centers/organizations
- Actively researches new and emerging threats, maintains enterprise threat matrix and inventory of ongoing threats, vulnerabilities, exploits and security incidents
- Develops, manages, and coordinates indicators of compromise
- Develops and distributes threat reports and alerts to stakeholders and senior

- Strong client relationship management skills at all level within the business and technology

## Qualifications for cybersecurity analyst

- MS Office and Project
- Payment Card Industry training a plus
- Must be able to take human factors into account but be dynamic and responsive to change
- The ideal candidate will have good customer focus, attitude and excellent interpersonal, verbal and written communication skills
- Must have security, risk and/or program management experience (project manager and/or equivalent)
- Security concepts and technology applicable to security frameworks such as Cybersecurity, SSAE16, ISO27001, PCI or other industry frameworks