Our company is growing rapidly and is hiring for an information security compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for information security compliance

- Coordinates with Tower Compliance SMEs to implement strategic IT controls
- Reports to the Senior Vice President, Infrastructure Operations, and provides metrics on the state of operational functions of compliance activities
- Escalates project work that arises from Compensating Controls found from audits
- Develops effective line management relationships to ensure strong understanding of the business, and associated IT functions
- Manages a team of Compliance Coordinators, who oversee the IT aspect of corporate audits and compliance activities
- Organizes meetings with internal and external parties to accomplish project plans, goals, and deadlines, and modifies work plans and timelines as required
- Develops communication and outreach materials to market project and program activities
- Prepares project, status, and ad hoc reports to keep management abreast of project progress, problems, and solutions
- Reviews project deliverables for accuracy, adherence with project scope, and quality standards
- Assists senior staff in partnering to identify and prioritize opportunities for utilizing IT to achieve the goals of the enterprise

Qualifications for information security compliance

- Familiar with IT infrastructure operations in the areas of Enterprise Server Administration (Windows), Network Design and Administration (WAN and LAN), Routers and Switches, Network Security like Firewall, Anti-malware System, Data Centre management and Desktop Systems
- Good command in English and Chinese (Cantonese and Mandarin)
- Knowledge of and experience in developing and implementing information security policies and processes, preferably with global experience
- Good knowledge of an information security and privacy frameworks and compliance requirements for standards and regulations such as GLBA, ISO27001, and/or PCI
- Must have sold enterprise wide 'operational' risk management & regulatory compliance 'services'
- Need to have in-depth knowledge of Information Systems controls