



Example of IT Security & Compliance Job Description

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Our company is searching for experienced candidates for the position of IT security & compliance. 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 IT security & compliance

- Complete projects by coordinating resources and timetables with user departments and different teams across organizations
- Recommend information technology & security strategies, policies, and procedures by evaluating organization outcomes
- Maintain IT and Information Security quality service by establishing and enforcing organization standards
- Contribute to InfoOps (IT and InfoSec) team effort by accomplishing related results as needed
- Ensure that all Information Security projects are delivered on-time, within scope and within budget
- Ensure resource availability and allocation for each projects and tasks
- Develop a detailed project plan to track progress and measure progress
- Manage the relationship with the IT/Information Security and all stakeholders
- Establish and maintain relationships with third parties/vendors on as needed basis
- Work with stakeholders across the company to manage Information Security Compliance projects and meet company's Compliance goals

Qualifications for IT security & compliance

- Strong knowledge of RSA Archer 5.X software and development methodologies

- Assumes problem ownership
- Initiates actions, which will improve service delivery
- CISSP, CFCE, GCIH or equivalent security certification
- Minimum five (5) to seven (7) years of experience in the information technology fields such as information security, technology sales and marketing, or technology account management