



Example of Security Administrator Job Description

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Our company is searching for experienced candidates for the position of security administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for security administrator

- Implement and manage the identity access management program and support any related technologies that are deployed to help facilitate the program
- Implement and manage the threat and vulnerability management program by running routine information security assessments and manage the related risk acceptance workflow processes
- Effectively report and escalate any identified threats or vulnerabilities that could pose unwarranted risk to all bank application and systems
- Implement and manage the employee security awareness program to promote a culture of security and awareness, along with educating users on information security best practices
- Plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information in accordance to regulating bodies such as, FFIEC, PCI and 12 C.F.R.§30 (GLBA)
- Identify, escalate, and ultimately respond to any detected security violations in order to protect and prevent unauthorized access to network resources
- Implement a variety of information security related policies and procedures that are in alignment with industry best practices and standards
- Improve network security and efficiency by leveraging existing technologies and by recommending new technologies to aid in the process
- Supervises and performs the daily pick up and delivery of confidential mail for the Lauder family

Qualifications for security administrator

- Ability to see potential failures in advance and react proactively
- A degree in Computer Information Systems, Computer Science or Business Administration with MIS course work is preferred
- Utilizes "Smart Tech" Technology- Communicates daily with Retired and Active NYPD Bomb Technicians regarding suspicious mail which can be remotely viewed by Technicians
- Monitors and documents all incoming visitors from outside mail contractors (maintains daily log)
- Coordinate the pick-up by a private company of discarded fragrances for destruction from our brands for Uptown and Downtown
- Initiates incident reports on all Mail related Security incidents