



Example of Security & Compliance Job Description

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Our company is looking for a 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 security & compliance

- Candidate will participate in other security projects involving Corporate Security, as needed, such as participating in compliance and risk meetings, reviewing vendor assessments for security requirements
- Accurately interpret audit results against defined criteria
- Provide a written and verbal report of audit findings
- Provide Support for internal and external auditors and examiners by preparing reports, gathering information and answering questions
- Enjoy delivering a professional Information Security service to Colleagues
- Successful completion of allocated tasks
- Development into an Information Security professional
- A confident leader and communicator with the ability to influence and act as an ambassador representing directly at board level both internally and with clients
- Self-motivated – personal drive and enthusiasm to continually improve
- Clearly demonstrates the appropriate behaviour in keeping with a customer facing, management role

Qualifications for security & compliance

- Knowledge of physical security systems (access control, alarm, CCTV etc)
- Knowledge of the Customer Security Document creation process from contract signature through the completion of implementation into steady-state

- An excellent understanding of PCI and SOX and the requirements that must be met by the business and its partners in order to well protect card holder information and GCC with respect to financial information systems respectively
- Have managed 3 to 5 PCI audits and worked with both IT and business teams to ensure that all requirements are met on an annual basis and that the business achieved documented compliance
- IT technical background (eg