



Example of Security & Compliance Job Description

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Our growing company is looking for a security & compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for security & compliance

- Work with IT and Business operations to promote and educate on service capabilities
- Assesses security needs and capabilities of the organization and creates a plan of action
- Prepares regular reports to IT management concerning the current state of security measures and makes recommendations for improvement as required
- Works with existing policies and procedures to identify, recommend and develop revised policies and procedures relating to information security as appropriate
- Maintains and revises the overall security program
- Identifies and provides information security awareness training as appropriate
- Thorough knowledge of formal project management techniques and tools through training and direct experience (MS Project or other project scheduling tools)
- Works with IT management, risk managers, corporate compliance and in-house legal counsel to perform and maintain risk assessment concerning system down time, unwarranted system access and general risk levels
- Works with internal and external auditors to response to needed requests, suggestions and security related findings
- Works closely with cross functional IT teams to understand the security architecture and coordinates the implementation of changes in security once approved by management

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- Hands-on system configuration management, configuration policy deployment and enforcement, and vulnerability mitigation
 - 4+ years of software packaging experience
 - 4+ years of server and workstation image development and maintenance
 - An overall 8 years in the Information Security field with audit and/or compliance experience a plus direct, hands-on experience developing security metrics reports experience in identifying and integrating best practices into an information security program
 - Experience managing security related projects and meeting critical deadlines
 - Excellent organizational skills and critical attention to detail and deadlines