



Example of Security Operations Center Analyst Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for security operations center analyst

- Monitoring the operation of security equipment for all Houston locations and coordinate service when required
- Maintaining computer-generated reports and informational databases, including the incident reporting application
- Handling of sensitive and confidential information with limited supervision
- Help coordinate and report on cyber incidents impacting the client
- This position involves critical duties and responsibilities that must continue to be performed during crisis situations and contingency operations, which may necessitate extended hours of work as Analyst will be working in a 24x7 Security Operation Center (SOC) environment
- Provide expertise on engagements related but not limited to Operations & Maintenance, Helpdesk Operations, Software and Application Development and Maintenance, Financial Operations, and Project and Acquisition Management
- Answers, documents, and responds to calls coming in on the Critical Incident Phone Line
- Understand and maintain the appropriate knowledge of tools, security procedures, and services within the SOC, ensuring all tools are functioning properly
- Oversee and ensure P1 and P2 incidents are handled according to operational procedures
- Keep current with emerging security threats and risks

-
- Demonstrated written and oral communication skills with the ability to effectively communicate with information technology professionals senior management and auditors, assessors, and consultants
 - Results driven individual who can manage assignments based on criticality, in a timely and professional manner
 - U.S. Citizen in possession of a valid U.S. Passport
 - Experience developing and documenting processes and procedures related to IT security operations
 - Bachelor's Degree in CS / IS / ISS, or equivalent technical experience
 - Bachelor's degree in computer science, information systems security or other IT related field from an accredited institution preferred, additional experience in place of degree will be considered