



Example of Third Party Management Job Description

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Our innovative and growing company is looking to fill the role of third party management. 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 third party management

- Provide clear project guidance to customers, and collaborate among cross-functional teams
- Demonstrate the ability to manage multiple projects concurrently in an autonomous environment, generate and pursue ideas, and build strong internal and external relationships
- Be the expert – you will provide subject matter expertise in support of contract negotiations related to the information protection and business continuity control, and technical support services requirements
- Join a quick response team – you will conduct assessments of Partners' and critical third parties' controls (will require travel), some planned well in advance, and some on short notice
- Be an educator – you will assist Partners and critical third parties, third party managers, and/or Accountable Executives with understanding risks identified by IA TPM
- Be a communicator – you will present information and influence change at senior management level
- Be dependable – you will quickly analyse information security controls, produce clearly written assessments, and provide constructive action items to third parties
- Be a negotiator – you will ensure the business is able to move forward with industry leading technology and relationships all the while ensuring the safety and security of our customers' data

- Be a superstar – you will present information and influence change at the executive management level

Qualifications for third party management

- The US Head of TPRM has full responsibility for all aspects of Country Third Party Risk Management and provides guidance as the SME for TPRM to all stakeholders in the First Line of Defense, including Businesses/user areas across in the US and Procurement
- Fiserv APL experience
- Master's degree, Prior work experience in risk management and/or Financial services industry
- Associate's Degree in computer science, information systems, systems analysis, computer engineering, or related field / experience
- Strong experience working effectively in a fast-paced environment
- Familiarity with IT Risk Policies & Standards