



Example of Third Party Risk Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of third party risk analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for third party risk analyst

- Contribute to the development of TPIRM processes improvements
- Apply knowledge of key regulations to influence third party review scope
- Apply solid understanding of how TPIRM team collectively integrates with line management and control functions to accomplish the objectives of the function and overall outsourced business activities
- Partner with legal, compliance, procurement, IT, and business team to identify specific third party information risks and recommends appropriate risk treatment action plans with pragmatic solutions to risk and control issues
- Support the risk reporting and key metric processes, and assist with coordinating and communicating results of third party risk assessments to ensure appropriate implementation of controls for accessing or handling firm information
- Serve as first point of contact for all third parties IS matters
- Respond appropriately to third party cyber risk incident, the related investigations, managing situations with discretion, sensitivity, and objectivity, and with due consideration of chain-of-custody
- Educate business teams on third party information risk and recommendations
- Develop third party service information risk guidelines
- Manage and maintain repositories, tools, and documentation for third party information risk assurance

Qualifications for third party risk analyst

- Self-motivated and ability to work independently, ability to work and develop partnerships
- CPS, CIA, CBA, CFSA, CTA, CFE, CRP or CRCM License a plus
- Minimum of 3-5 years' experience in supplier management, project management, internal audit, compliance or public accounting capacity
- Strong understanding of supplier management activities, best practices, trends and related internal controls and metrics
- Demonstrated ability with excellent verbal and written communication skills, project management, strong analytical and problem-solving skills, multi-tasking in a fast-paced environment and general leadership skills