



# Example of Third Party Risk Analyst Job Description

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Our company is looking to fill the role 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

- Work with business units to establish, maintain, and optimize role based third party controls across the organization
- Directly interface with the Wholesale Banking business line third party relationship managers third parties to understand and document the business processes involved with each assigned third party relationship
- Report any control deficiencies to key stakeholders to initiate and subsequently drive remediation
- Document and implement standard operating procedures
- Ability to facilitate consensus in meetings between multiple stakeholders
- Supports AEMP 10 (Third Party Management) Policy refreshes in compliance with banking regulation reviews (FRB, OCC, FDIC, CFPB) , data collection and submission and provides needed scope consultation
- Partners closely with the various Risk Pillar Subject Matter Experts (SMEs) - TLM, Privacy, Compliance, SOX, Antitrust and Service Continuity to maintain and uplift standard operating models
- Serve as a support function relative to information being reported to internal management committees/subcommittees and manage committee approvals
- Manage SME forum discussions, reviews, and execution of updated requirements
- Individual should be able to demonstrate strong interpersonal, leadership and change management skills, solid presentation and communication skills

## Qualifications for third party risk analyst

- Bachelor degree/ graduate degree highly desirable
- 1+ yrs of technical or project management exp
- Working knowledge of GRC (Governance, Risk/Compliance) tools such as RSA Archer a plus
- Undergraduate degree 3+ years experience with infrastructure and/or system development for information technology
- 3+ years experience with system testing, project management, issue management and/or risk management