



Example of Third Party Risk Analyst Job Description

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Our company is looking for a third party risk analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for third party risk analyst

- Look for trends in security or privacy incidents that may be associated with third party vendors, escalating these findings and working to implement a mitigation and/ or action plan
- Responsible for conducting assessments and participating in the execution of the on-site visits and reports
- Other duties may include research, responding to audit inquiries, and validating third party vendor controls to ensure compliance with various regulatory sources
- Function as a point of contact for business users initiating new third party engagements requiring action by CoRe Procurement
- Liaise with all members of Procurement leadership and staff, representatives from other Firm functions to ensure initiatives are successfully completed in a timely manner
- Identify and route request via Third Party Risk Management (TPRM) system to appropriate procurement leader
- Monitor progress of third party engagements through risk management process and communicate status to procurement managers
- Define assessment scope and applicability based on services provided by third parties
- Perform third party security assessments based on required testing criteria, clearly document findings and observations applicable to the service and risks outlined by client
- Develop corrective action plans and monitor third party's resolution for closure

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- Experience with OCC Bulletin 2013-29 & FRB SR 13-19/CA 13-21 a plus
 - Excellent organizational, written/oral communication and time management skills
 - Nine (9) years experience
 - Partner with the technology for development of Functional Requirement Documents (FRDs) and help respond to technology questions during construction
 - Maintain and create UAT test script documentation to ensure traceability of requirements implementation
 - Create and maintain process flow documentation