



Example of Third Party Risk Analyst Job Description

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Our company is hiring for a 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

- Provide performance and risk reporting
- Provide Key Support in database management through the development, monitoring and ongoing review of reporting to enhance the third party compliance program analytics
- Provide support to business and Compliance stakeholders in the completion of compliance risk assessments and due diligence reviews on all new third-party vendor engagements, and ongoing monitoring of third parties
- Provide Support and assist in projects for the TPCRM Program and the enterprise program
- Partner with team lead to maintain third party inventory and assessment schedule
- Assist with writing, maintaining, and developing departmental policies/procedures
- Assist with departmental training and communication efforts
- Support third party risk management tool implementation and maintenance
- Partner with colleagues across multiple business units to help drive completion of assigned third party risk assessments from scheduling, execution and remediation
- Work with business units to ensure third parties are assessed and are compliant with Third Party Risk & Due Diligence processes

Qualifications for third party risk analyst

- Demonstrate TPO application functionality to stakeholders

- Ad-hoc projects that require subject matter expertise on all requirements related to TPO applications
- Strong analytical and problem solving skills with an ability to digest large volumes of complex information while maintaining a focus on attention to detail
- Excellent writing skills with a proven ability to write clear, unambiguous instructions
- 3 years experience in requirements elicitation with an emphasis on ensuring requirements completeness and clarity