

AM Compliance - Information Security Management

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Company: Artifex HR Private Limited

Location: coimbatore

Category: other-general

Job Description Assistant Manager - Compliance
Essential Duties and Responsibilities: At least 7 to 10 years of full-time work experience in role like information security management, ISO auditor and/or related functions Leads the design, implementation, operation, and maintenance of the Information Security Management System based on the ISO 27000 series standards, including certification against ISO 27001 where applicable Create & maintain policies & documentation to demonstrate adherence to compliance standards Ensure adherence to external and internal security standards (HIPPA/HITECH/ISO) Coordinate compliance training and awareness programs for employees to ensure they are informed about compliance requirements Maintain accurate and organized records of compliance activities and documentation, ensuring accessibility and completeness Assist in identifying and assessing potential compliance risks within the organization, then develop and implement strategies to mitigate those risks Prepare regular reports on compliance activities and compliance status, making recommendations for improvement as needed Work closely with cross-functional teams, including legal, operations, and HR, to ensure alignment on compliance initiatives Report to top management on the performance of the SOC Type 2, ISO 27001, HIPAA, and any need for improvement Must be able to work under pressure, while maintaining a positive attitude and providing exemplary support to the team Ability to prioritize projects and strong problem-solving skills Certification like CISSP or CISM is an added advantage
Other Mandatory Skills : Certification as Lead Auditor/implementor in ISO 27001 Proficient in MS tools Excellent communication & writing skills Strong interpersonal skills Experience working in high performance teams & should

deliver as an individual contributor

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