

ASSISTANT MANAGER - SECURITY

Qualification: Bachelor Degree and ISO27001:2013 Implementer/Auditor.

Experience: (in yrs.) 4 - 5 years

Objective Of This Role: Assistant Manager

To define and manage changes pertaining to the policies, standard operating procedures inline with the standard and business requirements.

Ensure implementation of effective Information security management policies inline with corporate security policies and best practices

Overall responsibility to drive Internal audit plan.

Review and monitor the Information Security Controls implemented to meet compliance requirements.

Coordinate with relevant stakeholders to review the audit reports and monitor the corrective controls.

Conducting periodic Risk Assessment and review effectiveness controls implemented.

Report and make recommendations to the security head on site management strategies, including process improvements and best practices etc.

Conduct information security audits across the organization as per standard requirements such as ISO 27001.

Preparation of periodic reports for Security Operations, Audit reports etc. Ensure implementation of effective Security management policies.

Review and manage all Operational management systems including preventive and corrective maintenance, term contract work, and unscheduled maintenance for security systems.

Conducts Security Awareness Training to the employees periodically.

Implementation of safety and work environmental rules.

Review of SIEM logs and manage relevant incidents

In-charge of Emergency and Disaster Management.

Basic Knowledge to handle Security & Safety Systems (Access Control, CCTV, Intrusion, Fire alarm system etc.) and Building Management Systems.

Certifications : ISO27001:2013 or relevant Information security certification is mandatory.

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