



Security and Compliance Analyst

SUMMARY

The McCreadie Group, a Cordance Operations company, is seeking a full-time Security and Compliance Analyst.

The primary focus of this role is to support the security and compliance needs for McCreadie Group. The McCreadie Group provides software and services into regulated markets requiring a robust security and compliance program.

This position will stay abreast of the latest changes in SOC2, HIPAA, and 21 CFR Part 11 regulations and work with the company to ensure compliance. This position will conduct internal audits and be the lead contact for external audits related to IT security and compliance. Additionally, this role will create and maintain documentation around all aspects of the company's IT security practices.

This is a remote/home-office based position that requires access to a professional workspace with a reliable high speed internet connection.

We offer a competitive salary and benefits including:

- Remote work
- Flexible hours
- A retirement plan that includes a 4% employer match
- Cigna Health Insurance plans including dental and vision
- Short-term disability coverage

ESSENTIAL JOB FUNCTIONS

- Lead role in audit support (SOC2, HITRUST, Regulatory)
- Lead efforts to complete client security questionnaires
- Assist in pre-sales support in areas of security and compliance
- Assist in post-sales implementation support
- Conduct on-going vulnerability assessments of our products and operations
- Help manage and monitor company's identity services

- Help manage network connectivity and security
- Monitor and enhance the company's management of remote devices
- Serve on the company's Incident Response Team
- Lead efforts to reduce IT risk profile
- Maintain documentation of all security-related policies and standard operating procedures
- Other duties as assigned

QUALIFICATIONS

Required Skills, Educations, and Experience

- BS/BA degree or higher, or relevant industry training and certifications
- Real world experience in security and compliance roles
- Quick learner, eager to embrace new skills and technologies
- Excellent organizational skills with ability to work independently and manage projects with many moving parts
- Ability to perform duties in an efficient, professional, and courteous manner
- Excellent written and verbal communication skills
- Must be eligible to work in the U.S. without sponsorship

Desired Skills and Experience

- Experience with regulations in healthcare and clinical research fields
- IT certifications in the areas of security and compliance
- Strong technical skills
- Experience with Okta identification system
- Experience with Microsoft Azure and Fortinet security services

Principles only. We are unable to sponsor.