

## Join CanadaDirect: IT Compliance Analyst

CanadaDirect is a leading integrated marketing solutions provider with over 25 years of proven experience. CanadaDirect is an end-to-end partner of choice for many multinational Canadian brands in contact center solutions, digital and affinity marketing services. Fast paced and growing, CanadaDirect is looking for passionate driven individuals looking for interesting and challenging work opportunities to join our team.

### What are we looking for?

CanadaDirect is seeking an experienced IT Compliance Analyst who can use their skill set and knowledge to ensure IT systems and processes are in compliance with internal policies, clients' agreements, PCI Data Security Standard and all legal and regulatory requirements in accordance with our internal compliance plan. The role consists of maintaining compliance within the IT department by creating and executing a compliance framework, and providing the necessary awareness to properly manage risks.

The IT Compliance Analyst will be responsible for

### Responsibilities:

- Build and maintains an internal compliance verification framework that facilitates an ongoing review of compliance with periodic reporting of compliance metrics to management
- Work with different departments to understand business processes and uncover potential security and disaster risks
- Respond to third-party assessments of security, business continuity (BC) and disaster recovery (DR)
- Perform system and network reviews and audits to ensure compliance with security and BCDR policies
- Perform due diligence assessments on service providers
- Contributes to the development and maintenance of the information security policies and procedures
- Implement business continuity, disaster recovery and risk mitigation policies and procedures
- Maintain our Disaster Recovery & Business Continuity Plans
- Analyze business impact and exposure, based on emerging security threats, vulnerabilities and risks
- Identify potential areas of non-compliance and risk exposure; develops/implements corrective action plans along with the relevant IT function for resolution of problematic issues, and provide guidance on how to prevent similar situations to occur in the future
- Train teams to create awareness of security processes and procedures.
- Implement test runs of recovery strategies to ensure smooth implementation in case of disaster
- Review internal controls and security of systems and processes under development as well as major IT projects and initiatives

### Our ideal candidate has...

- At least five (5) years of experience in a similar position
- Bachelor's degree in computer science or equivalent
- Hands on experience validating controls for compliance with PCI DSS requirements
- Previous experience responding to due diligence exercises from banks
- Current experience working in a security compliance and/or IT Audit function
- Experience with technical aspects of IT including networks, servers and related information security, regulatory and associated risk issues
- Experience performing audits, security, vulnerability, penetration tests, or assessments and evaluations.
- Hands on experience auditing Linux based systems, Windows systems, network devices, firewalls, middleware and applications
- Understanding of concepts related to information systems audit, including security and control risks such as logical and physical access security, change management, information security, business recovery practices and network technology
- Working knowledge of authentication and access control
- Entrepreneurial spirit, autonomy, motivation and is ready for a result oriented environment
- Production of high quality deliverables
- Excellent organizational skills and ability to meet deadlines
- Strong communication and interpersonal skills and proficiency in both French and English
- Demonstrated critical thinking and analytical skills

### Nice to have skills...

- Certifications: CISA, CISSP, CISM, and/or CCISO
- Certifications: CDRE, CBCP and/or EDRP

CanadaDirect is a place where your efforts can have a real impact. You're not just a number but a valued contributing member of the team. CanadaDirect offers attractive compensation including a competitive base salary, company bonus plan and a complete insurance plan.

At CanadaDirect, we work together, we share common values, and encourage ownership, professional development and accountability for our employee's career growth and achievement.

We seek those who are passionate and strive for excellence in all that they do regardless of a project's scale or scope. Our motto is to never back down from a challenge but to use it as a means to grow, innovate and improve in unison.

You can send your resume to the following address: [recruitment@canadadirect.ca](mailto:recruitment@canadadirect.ca)

*Only suitable candidates will be contacted for an interview.*