

Secured IT Solutions (“Secured IT”) is excited to open an entry level analyst opportunity for an energize, motivated, highly self-initiated individual who is interested in joining a growing start-up firm specialized in IT and Cyber Security Services in order to learn and grow in the field. Secured IT will enable the individual who demonstrates his/her ability to fulfill and highly performing the duties of the various exciting business roles and responsibilities of this entry position requires. There is the blend of administration, marketing, accounting, analysis, IT, and HR to name a few of business aspects that this role will touch on; allowing a person, who is exploring their potential, to grow into a role (IT, cyber security analyst, business analyst, project manager, etc) of their desire as the firm grows.

POSITION OVERVIEW:

As our *junior/associate analyst*, you will perform a wide variety of high-level duties to the executives and/or their delegates. You will perform projects, client support, or presentation support activities including word processing and creating spreadsheets and presentations. MS Office skills (at high proficiently level) are required, as well as Internet research abilities and strong communication skills.

PRIMARY RESPONSIBILITIES (but not limited to):

- Assist with proposals (e.g. writing, development, assemble);
- Support development of proposals, bids, quotations, or other documents describing organizational products and services in response to requests from prospective clients.
- Assist and support projects and the management of those projects;
- Research on security breaches, trends, and news;
- Support day-to-day administration tasks of the office;
- Support client efforts;
- Supporting activities required by existing clients and those supports from projects lead, CEO, and/or delegate.
- Produce documents, briefing papers, reports and presentations;
- Complete and/or review critical aspects of client deliverables with a hands-on approach;
- Prioritize conflicting needs; handling matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures;
- Create and assist with maintaining marketing projects across all mediums including, Social Media, Email, Advertising, Webcasts, and Websites;
- Represent the company, as needed, by attending meetings, trade shows, seminars, and conferences;
- Maintain a respectful disposition always functioning as an ambassador of the company.
- Self-manage career by leveraging available courses provided by partners and free courses offered externally (e.g. SANS, ISSA, ISACA, etc.); preparing a career plan for short-term and longer-term performance management;
- Monitor, reviews, and evaluate services need by various entities (e.g. potential and current clients);
- Calculate cost-of-service and perform related rate analysis;
- Ensure responses comply with bid requirements;

- Collaborate with members of the sales, marketing, finance, legal, or product teams to ensure content is complete, accurate, and timely;
- Analyze information security systems and applications to help develop and provide security measures to protect against as well as effectively detect and respond to adversary actions against unauthorized modification, loss, and access of information and information systems;
- Support business processes improvements and efficiencies;
- Support the coordination of security and IT activities for current or potential client;
- Research best practices and support developing the solutions and recommendations for the current and potential clients and business operations;
- Performs routine business analysis using various techniques, e.g. statistical analysis, explanatory and predictive modeling, data mining;
- May provide business data interpretation;
- May work with the internal or external client to identify analytical requirements;
- May help to produce ad hoc data and reports;
- May assist in developing or implementing systems to capture business operation information.

EXAMPLE OF CLIENT SUPPORT:

Junior/Associate analyst will be responsible for supporting the team and team lead with client support projects. This would include:

- Helping with the planning and execution of IT compliance efforts, IT/security audits and special projects in accordance with the industry standards and under the direction for the executive and identified team lead and/or her/his delegate and with guidance from designated consultants.
- Performs preparation, planning, and organization of assignments; develop an understanding of internal controls and their impact on related business processes, as well as develop exceptional verbal and written communication skills.
- Assess compliance with governmental and jurisdictional regulatory requirements, standards, and company policies to ensure company assets are safeguarded.
- Retain information of a confidential nature.
- Assist with the execution of detailed audit procedures, including reviewing and providing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness to external auditors or consultants.
- Manage multiple tasks concurrently in a changing environment.
- Advise on material problems encountered in a timely manner with accuracy and completeness.
- Document the execution of specific audit procedures ensuring that such documentation contain sufficient, competent and relevant evidential matter to support the conclusions rendered.

- Collaborate with team members to set goals and responsibilities.
- Contribute ideas/opinions to the audit teams and listen/respond to other team members views.
- Pursue professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.
- Possess excellent computer skills, including MS Office.
- Perform all other job related duties as requested.

QUALIFICATIONS:

- Proficient/Expert in all current Microsoft Office systems;
- Knowledge of general office procedures (e.g., correspondence, scheduling and Calendar Management);
- Expert level written and verbal communication skills to read, analyze, and interpret governing documents, common technical journals/articles, financial reports, and legal documents;
- Very strong interpersonal skills and the ability to build relationships with staff, and clients;
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Demonstrated ability to achieve high performance goals and meet deadlines;
- Ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response;
- Ability in conducting quality control reviews and assembling of audit work products.
- Ability in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Ability in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- Ability in negotiating issues and resolving problems.
- Ability in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses.
- Ability in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
- Excellent customer service skills.
- Professional appearance and demeanor.
- Work varied shifts, including weekends and holidays as necessary to meet deadlines.
- Bachelor's Degree from an accredited college or university.
- Able to communicate effectively in English, in both written and oral forms.



PREFERRED:

- At least 1 year experience in compliance, accounting, marketing, IS, business analysis, or program evaluation.
- A graduate degree in management information systems, business administration, public administration, or a related field, OR certification such as CISSP, GISF and GSEC, and other GIAC certifications.

ABOUT SECURED IT SOLUTIONS, LLC:

Founded in 2010 and fully launched in 2014, Secured IT brings substantial years of experience in Information Technology, specializing in Cyber Security, IT services, and management consulting. We have been helping various size organizations become more secure, protect their vital information assets, reduce operational risk, become compliant with regulations and enhance organizational performance. We deliver services through a skilled set of technical professionals, many of whom are thought-leaders within their particular fields of expertise and we are proud to bring certified team members with years of experience to bear on our client's needs.