

**San Antonio Based Information Technology, Cybersecurity and Compliance focused company needs a process driven, detail-oriented entry level Compliance Consultant.**

Do you love cybersecurity & technology in general? Do you want to pursue a career track with unlimited growth potential? Then this job could be the right fit for you! We are a core values driven company that has successfully serviced businesses in the San Antonio area for over 22 years. We are currently experiencing an extreme growth spurt & intend to continue to do so, we are looking for the right person to join the team. Bachelors Degree in Business or Cybersecurity or equivalent experience is desired.

Our innovative and growing company is searching for entry level candidates for the position of compliance consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

This is full time salaried position and offers a solid base salary plus performance incentives plus paid holidays, medical and more. **\*Base salary dependent on experience, education, certifications and past performance.** You **MUST** be based in San Antonio, Texas and a US citizen (**sorry, no exceptions**). This is an awesome opportunity for someone who:

**Wants a company that truly CARES about its clients and employees.**

- Loves a fast-paced, NO DRAMA workplace where office politics, gossip and negativity aren't tolerated.
- Is extremely detail-oriented and appreciates people who take an organized, systematic approach to achieving success.
- Likes to work in a small company where your input, contributions and ideas will directly impact the company's growth and success.
- Is a quick, self-motivated learner who wants to work for a company that will invest in your education and training
- Enjoys having conversations with (and helping) small business owners.
- Loves building relationships with people and providing a true "Wow" experience for clients and customers.
- Wants a position that will offer upward earning and career advancement.

**Responsibilities for compliance consultant**

- Prepare analysis to support the execution of compliance risk management and oversight
- Identifies issues resulting from internal and/or external compliance examinations
- Consults with business to develop corrective action plans and effectively manage change to ensure regulatory compliance
- Manages and/or coordinates production of periodic compliance performance reports, including trend analysis and recommended strategies
- Implements compliance testing strategies and methodologies

- May assist in drafting corrective action plans and in managing change to ensure regulatory compliance
- Drafts report of findings and recommendations for compliance risk management
- Coordinates production of periodic compliance performance reports for senior management, including trend analysis and recommendations
- Maintains an organizational compliance calendar and checklist
- Engage in Compliance-related project work

**Desired Qualifications for compliance consultant**

- A four-year college degree in a business or cybersecurity related field
- Able to structure written and verbal communications in a well organized and logical manner
- Ability to take ownership of projects, manage implementation plans, and execute the action items
- Ability to work in a fast-paced and evolving environment using innovative problem-solving skills
- Strong quantitative skills, with an ability to transform complex analysis into a written or graphic product
- Familiarity with one or more compliance platforms (NIST CSF, FTC Safeguards Rule, PCI DSS, GDPR, etc)

**The following is required for the position:**

- Licenses & Registrations
  - o Valid Texas driver's license
  - o Proof of automobile insurance required
  - o Reliable and suitable transportation that can be used as required to perform job duties, such as a car, SUV, pickup, or minivan. Motorcycles are not acceptable.
- Other Skills & Abilities
  - o Able to work independently and as part of a team
  - o Must be prepared to travel as required
  - o Exceptional written and oral communication skills required
  - o Self-Motivated
  - o Should enjoy learning new things
  - o Must be fluent with oral and written English language

Physical Demands: While performing the duties of this job, an individual is regularly required to talk and hear. The individual is frequently required to stand, walk, sit, and use hands and fingers to handle or feel, and reach with hands and arms. The person must have good close and distance vision, be able to distinguish color and focus easily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

To apply, please send us your résumé, your compensation history and current professional career objectives, along with a cover letter detailing why you think you'd be a great fit to join our team.

We look forward to hearing from you!