Job Description: Corporate Cyber Security Manager

Who we are

At 3CLogic, we are big believers that our people are the most important asset we have and that winning is a team sport.

3CLogic is a fast growing, ventured-backed, SaaS "startup" with our headquarters in Rockville, Maryland. Some of our roles are local to the main office and others are remote, but we have talented individuals working from everywhere as we continue to build our safety-first hybrid remote and in-person culture, and we care more about what you might bring to our team and where you want to go in your career than where you are located.

We realize you've very likely read tons of job descriptions that look a whole lot like this one. But what we can't put in words is why we would love to hear from you. You've heard the term "living in the gray area," right? Well, a great fit for 3CLogic is someone who wants to live in technicolor. There's never a gray moment here! We are all entrepreneurs at heart, who believe that when you bring your full self to work, the possibilities are infinite.

If your interest is piqued, let's chat! We'd love to show you, rather than tell you, what makes us special, and find a place in our organization where you can thrive.

What we do

Ever call a company or organization for help and wait on hold forever only to get to a person who can't help you? Well we are the ones that fix that!

3CLogic is a global provider of voice and SaaS solutions to enterprise and Global 2000 organizations worldwide. Organizations like healthcare companies, manufacturing firms, retail behemoths, and leading software firms leverage our technology and services every day to increase the quality of service to their customers, improve the performance of the agents serving them, and optimize how easy it is to manage it all. We make calling for help a positive experience for everyone!

A strategic ServiceNow partner, 3CLogic is paving the way for organizations to digitally transform customer and employee experiences, voice-enabled self-service, remote work, and the application of Artificial Intelligence to drive better customer outcomes.

We are growing quickly and are looking for energetic candidates seeking to join a fast-paced company and market!. Is that you? If so, please send a copy of your resume and cover letter.

Job Details:

Job Type: Full-time

Number of hires for this role: 1

Qualifications

- **Experience:**
    - relevant, 8 years (Preferred)

Full Job Description

Position Summary:

This position is responsible for setting direction for enterprise-wide information and physical security projects, processes, strategies, policies and compliance.

Essential Duties and Responsibilities:

- Develop and maintain internal and external relationships critical to supporting the Company's Cyber Security Incident Response Plan (CSIRP) and overall Cyber Security Plan
- Develops and delivers actionable reports that highlight current shortfalls in companywide computer security best practice.
- Create action plans to mitigate company security shortfalls by focusing on highest threats first and working methodically and practically toward a more security conscious corporate culture
- Advise management as subject matter expert on cyber security
- Plan, design, and monitor risk mitigation and compliance of security measures and policy procedures
- Manage responses to high-level information security issues
- Provide security program leadership in designing, procuring and implementing secure Information Technology solutions for enterprise-wide application and infrastructure-related projects
- Benchmark and maintain awareness of security industry trends
- Provide risk assessments and security briefings to advise on critical issues that may affect security of enterprise infrastructure or business processes
- Perform computer security incident response to possible security breaches or policy violations
- Perform information cyber security investigations as required
- Design security awareness and compliance training programs
- Consult on projects or project manage security development and implementation
- Implement corporate and departmental policies, procedures and service standards in conjunction with management
- Interpret and communicate work procedures and company policies to staff
- Develop and review operating procedures
- Establish metrics and prepare monthly reports
- Coordinate activities with other departments
- Maintain the security of confidential information

Knowledge, Skills and Abilities:

- Knowledge of:
- Using computer systems, which may include setting up and using hardware and software programs, entering data, configuration, or processing information
- Security issues with common office technology such as networking, wireless, databases, applications and system operations
- Enterprise information security systems and implementation
- Industry best practices
- Security assessment tools and processes
- security incident response processes and programs
- Skilled in:
- Prioritizing and managing changing priorities
- Security assessments and recommendations
- Analyzing and investigating information security trends
- Selecting and using training and instructional methods and procedures
- Identifying complex problems and implementing solutions
- Ability to:
- Identify security vulnerability trends as well as isolated events
- Educate various personnel regarding information and cyber security
- Interface with all levels of employees and management
- Communicate effectively verbally and in writing

Minimum Qualifications – (Education, Experience, Certification):

- Bachelor's Degree in Information Technology or related field.
- Directly related work experience may substitute for education
- CISSP Certification Highly Desired
- Minimum Five years of experience in information, data or cyber security
- Minimum Five years of experience in Cyber Security Compliance and policy creation
- One additional security certification preferred
- Excellent interpersonal and communication skills
- Valid U.S. Driver's License

3CLogic, Inc. is an Equal Opportunity/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.