

Ampersand provides full scale technology sustainment, strategic planning and professional services to our clients, allowing them to achieve their greatest ambitions.

Compliance Clerk

Full-time, non-exempt

Position Duties & Requirements

- Records management for AK-CIP and other information security compliance exhibits and proofs.
- Maintaining cyber-security compliance filings and documentation in "audit ready" state.
- Maintaining cyber-security audit (internal and external) reports and making them available as needed to Vice Presidents & the President.
- Prepare and file required regulatory paperwork.
- Provide administrative support to information security and internal audit teams.
- Other duties as assigned

Knowledge, Skill & Ability Requirements

- Experience with professional and technical writing
- Experience with regulatory filings and frameworks
- Exceptional follow-through and attention to detail
- Excellent oral and written communications skills
- Ability to work independently and with a group
- Ability to work under stressful conditions and meet continually changing needs and deadlines

Preferred Qualifications

- 2-5 years professional experience preferred
- High School diploma required

Hiring decisions are contingent upon successful completion of background check and drug screening.

It is the policy of AlasConnect not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff, and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

AlasConnect will attempt to make reasonable accommodations during the application and/or hiring process for qualified job applicants with known disabilities unless doing so would result in undue hardship for the company.

We will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by AlasConnect, or (c) consistent with a contractor's legal duty to furnish information