

Job Title: **IT Security Coordinator**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 18/07/2025**

Position Overview:

We are seeking a highly skilled and detail-oriented IT Security Coordinator to join our dynamic team within the Staffing and Recruiting industry. The IT Security Coordinator will play a critical role in safeguarding our organization's information systems and data by implementing and monitoring effective security protocols. This position demands a proactive individual who thrives in a fast-paced environment and possesses a strong understanding of cybersecurity principles. The successful candidate will be responsible for identifying potential vulnerabilities, managing security incidents, and ensuring compliance with relevant regulations and industry standards. Additionally, the coordinator will collaborate with various departments to develop and enforce security policies and procedures, providing training and support to staff as needed. A key focus will be on maintaining the integrity and availability of data while minimizing risks associated with cyber threats. If you are passionate about IT security and are eager to contribute to a robust security posture within a reputable organization, we invite you to apply for this exciting opportunity.

Key Responsibilities

- Develop, implement, and maintain IT security policies and procedures.
- Conduct regular security assessments and vulnerability scans to identify weaknesses.
- Monitor security alerts and respond to incidents in a timely manner.
- Coordinate training sessions for staff on IT security best practices and awareness.
- Collaborate with IT teams to ensure compliance with security standards and regulations.
- Oversee the management of security tools and technologies, including firewalls and encryption software.
- Prepare and present security reports and audits to management and stakeholders.

Requirements:

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven experience in IT security or a similar role within the staffing and recruiting industry.
- Strong knowledge of security frameworks, protocols, and technologies.
- Familiarity with data protection regulations such as GDPR, HIPAA, or PCI-DSS.
- Certifications such as CISSP, CISM, or CompTIA Security+ are highly preferred.
- Excellent analytical and problem-solving skills with a keen attention to detail.
- Effective communication skills to articulate security measures to non-technical staff.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.