

Job Description

Job title:	IT Compliance Analyst 2
Reporting to:	EMEA IT Manager at the location Team Lead, IT Compliance & Cyber Risk (Functional reporting)
Direct reports:	0
Division:	IT

Purpose of Job

Will be responsible for coordinating and executing compliance activities with both internal and external groups primarily in support of Garmin's IT compliance programs. This role will be EMEA's IT Compliance champion to enable and support Garmin's business goal towards regulatory compliance while ensuring our customers and stakeholders needs in this region are effectively met.

Key Duties and Responsibilities

- Responsible for coordinating and executing periodic compliance activities, primarily for but not limited to the EMEA region, that ensures Garmin's current compliance obligations towards SOX, PCI and ISO are met. This includes interfacing with Garmin's external auditors.
- Expected to design effective controls, evaluate the adequacy and effectiveness of IT systems and internal controls via periodic monitoring and testing, and provide guidance to internal teams on their compliance obligations.
- Completes internal compliance and audit tasks with quality in an Agile environment.
- Organize and execute small to medium IT Compliance efforts in EMEA under the direction and leadership of Team Lead, IT Compliance and offer suggestions to improve existing processes and general controls environment.
- Should be detail-oriented and self-driven, have a quality and customer focus, be able to function as part of an Agile team, and be an effective communicator at all levels of a global organization.

Department Specific Responsibilities

Support team members, peers, and other Garmin associates by actively seeking feedback, building networks, sharing successes, tools and knowledge

Demonstrates responsibility for ongoing personal development, professional growth and continuing education

Other duties assigned based on future business needs

Education, Experience and Skills Required

Bachelor of Science in Computer Science, Information Technology, Management Information Systems, Business or another relevant field

1 – 2 years previous experience working in a IT compliance role

Must demonstrate ability to learn how to use and apply applicable technologies for effective performance of the essential functions of this job description

Demonstrates basic understanding of IT audit principals, IT compliance and regulatory initiatives

Demonstrated strong and effective verbal, written, and interpersonal communication skills

Must be team-oriented, possess a positive attitude and work well with others

Must be detail-oriented and have the ability to work proactively and effectively with minimal supervision

Ability to prioritize and multi-task independently in a flexible, fast paced and changing environment

Desirable Qualifications

Certified Information Systems Auditor (CISA) IT Certification

General knowledge of SOX, PCI, GDPR, ISO and assurance services principles such as, SysTrust, WebTrust, SOC (SSAE)

Skills

Competency	Level	Descriptor
Knowledge, Capabilities and Attitude	2	<ul style="list-style-type: none">• Demonstrates proficient use and knowledge of standards and procedures• Has experience successfully implementing technology solutions• Consistently demonstrates quality and effectiveness in documenting and organizing work• Communicates effectively in written and verbal form in a large team, departmental or global setting• Communicates with intention and adapts his or her communication style to the person or situation, ensuring the message and information is truly received• Gives customers a sense of comfort through active listening and creative engagement, ensuring they understand requirements, direction and intentions• Understands change is important and adapts well to changing business demands, organizational need, and customer requirements• Welcomes constructive feedback as an opportunity to improve• Professionally approaches situations in which conflict is present• Applies Garmin's Mission Vision, and Values; exhibits a passion for Garmin to succeed

Problem Complexity	2	<ul style="list-style-type: none"> • Completes well-defined, moderately complex tasks and projects • Provides reliable solutions to a variety of problems using sound problem-solving techniques • Ability to find root cause and corrective action for given problems
Intended Degree of Work Direction	2	<ul style="list-style-type: none"> • Works under general supervision • Understands established procedures • Collaborates to determine general approaches and specific solutions to technical problems • Approaches situations creatively • Has his or her more complex tasks reviewed for sound technical judgment and overall adequacy and accuracy • Makes judgment, under guidance, about priorities and focus areas • Organizes work to ensure sound approach for delivering solutions that meet expectations
Responsibility	2	<ul style="list-style-type: none"> • Responsibly plans small and medium projects or tasks • Contributes substantially to determine feasibility of goals and objectives • Works well with other teams and departments • Capable of mentoring Tier 1 team members

Signed
(Employee)

Signed
(Manager)

Dated