

## Information Security & Quality Officer

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Company: Zetes People ID

Location: Belgium

Category: computer-and-mathematical

This is a great opportunity for a talented mid-level or a star junior Master graduate wanting to develop into an in-house generalist role. You will join a small and diverse team at the intersection of quality, security, compliance, business and technology. As member of this passionate team, you will constantly look to improve our processes, competencies, products and services, to enhance customer satisfaction and information security. The role will be key to maintain and improve existing Quality and Information Security Management Systems. The role will be based in Haren (1130) and Ruisbroek (1601) and report to the Zetes Security & Quality Manager.

### **Primary Accountabilities**

Provide pro-active and business-oriented advice in connection with quality, information security, privacy and compliance matters.

Identify risks areas within the company, helping developing and implementing controls to minimize these risks

Develop and implement control mechanisms to mitigate the risks and prevent or deal with non-conformities

Draft and review procedures

Conduct internal audits and assist during external audit programs

Improve and ensure adequacy, effectiveness and consistency of the local Management Systems with Zetes Corporate Policies and Guidelines

Collaborate with the business stakeholders on internal investigation and improvement programs.

### **Qualifications / Profile**

Unquestionable integrity and values

European Master degree Fluent in French or Dutch and fluent in English

2 to 5 years experience in consultancy and/or audits in an ICT environment

Hands-on and strong business acumen

Business-oriented approach to problem solving, tempered by an appreciation for risks

Superior analytical and good communications skills

Collaborative and proactive nature

### **Environment**

Challenging and dynamic job in fast-moving ICT and production environments

Closely work together with the business and with the possibility of enjoying a high level of autonomy in organizing your work, whilst being able to seek the advice and collaborate with local and corporate compliancy team

Flexible, appreciative and enjoyable work environment

### **Offering**

A full-time job in the ZETES SA offices in 2 locations (also accessible by train)

1130 Brussels

1601 Ruisbroek

High level of autonomy

Training plan and development opportunities

Attractive salary (depending on the level of experience) and bonus depending on qualitative objectives and criteria.

Company car

Additionally an extensive benefit and compensation plan: multiple group insurances and other extra-legal advantages.

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