



IS SECURITY ASSOCIATE

DIVISION:	USA	JOB CODE:	2344
LOCATION:	Corporate	JOB FUNCTION:	IT & Systems
DEPARTMENT:	Information Systems	FLSA STATUS:	Nonexempt
REPORTS TO:	Global IS Security Mgr.	EFFECTIVE DATE:	02/05/26

JOB SUMMARY

Provide entry-level support for Pyrotek's Information Systems security program by assisting with security monitoring, documentation, user support, and routine security operations. This role focuses on learning core cybersecurity fundamentals while supporting the IS Security department with day-to-day operational tasks.

QUALIFICATIONS

Education/Experience

Bachelor's degree in Information Systems, Cybersecurity, Computer Science, or related field; or equivalent combination of education, internships, lab experience, or relevant technical experience.

Prior professional cybersecurity or IT experience, a plus.

Knowledge/Skills/Abilities

IS Security Skills. Basic understanding of cybersecurity concepts including malware, phishing, vulnerabilities, and access control. Ability and desire to learn enterprise security tools and processes. Ability to follow established processes and escalate issues appropriately.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Familiarity with Windows desktop operating systems and Microsoft 365. Basic understanding of networking fundamentals (IP, TCP/IP).

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning.

Flexibility. Ability to occasionally work outside of normal business hours and/or be on-call to support business needs.



ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Monitor security tools and dashboards, and escalate alerts per documented procedures.
2. Perform initial incident triage tasks including log collection, documentation, and evidence gathering.
3. Assist with vulnerability tracking and remediation follow-up with IT teams.
4. Support user access reviews by collecting, validating, and documenting access data.
5. Maintain security documentation, runbooks, and audit evidence.
6. Assist with endpoint, asset, and configuration verification activities
7. Support security awareness initiatives including training coordination and phishing exercises
8. Follow established security procedures and escalate issues appropriately
9. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
10. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
11. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
12. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
13. Actively support compliance with all relevant ISO management system standards by maintaining electronic resources to comply with and support ISO document control systems and operational processes. Implement systems to control electronic waste.
14. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
15. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
16. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, the team member will generally work in an office environment.



Team Member's Signature

Date