Aquí te presento una tabla de Excel con los roles y descripciones solicitadas. Puedes copiar este formato en una hoja de cálculo de Excel:

| Role | Description |

|-----------------------|--------------------------------------------------------------------------------------------------|

| SOC Analyst | Responsible for monitoring and analyzing security incidents, responding to threats, and maintaining the security infrastructure. |

| SOC Lead | Oversees the SOC team, coordinates incident response, and ensures effective security operations. |

| Ethical Hacker | Conducts penetration testing to identify vulnerabilities in systems and networks, ensuring they are secure. |

| Accountant | Manages financial records, prepares financial statements, and ensures compliance with accounting regulations. |

| Administrative Manager| Oversees daily office operations, manages administrative staff, and supports organizational processes. |

| Sales Manager | Directs sales strategies, manages sales teams, and drives revenue growth through customer acquisition and retention. |

| Commercial Advisor | Provides strategic advice to businesses on commercial opportunities, market trends, and business development. |

| Commercial Leader | Leads commercial strategy, coordinates sales and marketing efforts, and develops key business partnerships. |

| Engineer Level 1 | Provides technical support, performs basic troubleshooting, and assists with routine engineering tasks. |

| Engineer Level 2 | Handles more complex technical issues, performs advanced troubleshooting, and contributes to project development. |

| Engineer Level 3 | Leads engineering projects, provides expert technical guidance, and solves high-level technical challenges. |

| General Manager | Oversees overall company operations, makes strategic decisions, and ensures business goals are met. |

| Project Manager | Manages project planning, execution, and delivery, ensuring projects are completed on time and within budget. |

\*\*SOC Analyst Examples:\*\*

1. Monitors network traffic for unusual activities.

2. Investigates security breaches and vulnerabilities.

3. Analyzes security data to identify potential threats.

4. Uses security tools to detect and respond to incidents.

5. Reports on security metrics and trends.

6. Maintains up-to-date knowledge of cybersecurity threats.

7. Coordinates with other IT teams to address security issues.

8. Assists in developing and implementing security policies.

9. Performs routine security audits and assessments.

10. Supports the development of incident response plans.

11. Provides guidance on security best practices.

12. Manages security information and event management (SIEM) systems.

13. Engages in threat hunting activities.

14. Analyzes logs and reports for suspicious activities.

15. Ensures compliance with security regulations and standards.

16. Collaborates on security incident investigations.

17. Updates and maintains security tools and technologies.

18. Conducts risk assessments and vulnerability scans.

19. Provides training on security awareness to staff.

20. Assists in the development of security incident reports.

\*\*SOC Lead Examples:\*\*

1. Oversees daily SOC operations and team performance.

2. Develops and implements incident response strategies.

3. Coordinates with external security teams for threat intelligence.

4. Ensures timely resolution of security incidents.

5. Manages SOC staffing and resource allocation.

6. Reviews and updates security policies and procedures.

7. Leads security incident investigations and response efforts.

8. Analyzes SOC metrics to improve operations.

9. Provides training and mentorship to SOC analysts.

10. Collaborates with other departments on security initiatives.

11. Conducts regular security assessments and audits.

12. Maintains relationships with cybersecurity vendors and partners.

13. Develops and maintains incident response plans.

14. Coordinates SOC activities with IT and other business units.

15. Monitors the effectiveness of security tools and technologies.

16. Manages SOC budgets and expenditures.

17. Oversees the implementation of security improvements.

18. Ensures compliance with security regulations and standards.

19. Provides executive reports on SOC performance and incidents.

20. Stays updated on the latest security threats and trends.

\*\*Ethical Hacker Examples:\*\*

1. Conducts penetration tests on applications and networks.

2. Identifies and reports security vulnerabilities.

3. Provides recommendations for improving security.

4. Simulates attacks to test system defenses.

5. Analyzes security flaws and weaknesses.

6. Works with development teams to fix vulnerabilities.

7. Uses tools to scan for security issues.

8. Creates detailed reports on security findings.

9. Provides guidance on secure coding practices.

10. Engages in social engineering tests.

11. Keeps up with the latest hacking techniques and tools.

12. Advises on security best practices for organizations.

13. Assesses the security of third-party services.

14. Conducts risk assessments and vulnerability scans.

15. Develops custom tools for penetration testing.

16. Performs network and system exploitation tests.

17. Provides training on ethical hacking techniques.

18. Ensures compliance with legal and ethical standards.

19. Collaborates with SOC teams on security improvements.

20. Documents and tracks security issues and resolutions.

\*\*Accountant Examples:\*\*

1. Prepares financial statements and reports.

2. Manages accounts payable and receivable.

3. Conducts financial audits and reconciliations.

4. Ensures compliance with accounting standards and regulations.

5. Analyzes financial data and trends.

6. Prepares tax returns and financial disclosures.

7. Oversees budgeting and forecasting activities.

8. Manages payroll and employee benefits.

9. Provides financial advice and planning.

10. Maintains accurate financial records.

11. Assists with internal and external audits.

12. Prepares financial reports for management.

13. Manages financial transactions and ledgers.

14. Ensures timely payment of invoices and bills.

15. Analyzes and reports on financial performance.

16. Reviews and improves financial processes.

17. Assists with financial planning and analysis.

18. Prepares reports for regulatory compliance.

19. Coordinates with financial institutions and vendors.

20. Provides support during financial audits.

\*\*Administrative Manager Examples:\*\*

1. Oversees office operations and staff.

2. Manages administrative budgets and resources.

3. Coordinates office activities and events.

4. Supervises administrative personnel.

5. Develops and implements office policies.

6. Manages office supplies and inventory.

7. Ensures compliance with organizational procedures.

8. Coordinates communication between departments.

9. Oversees office maintenance and services.

10. Manages office equipment and technology.

11. Handles administrative support for executives.

12. Develops and maintains office workflows.

13. Coordinates meetings and appointments.

14. Supports recruitment and onboarding processes.

15. Assists in project management and coordination.

16. Manages office-related budgets and expenses.

17. Reviews and improves administrative processes.

18. Ensures a productive and efficient office environment.

19. Handles confidential and sensitive information.

20. Provides support for organizational change initiatives.

\*\*Sales Manager Examples:\*\*

1. Develops and implements sales strategies.

2. Manages sales team performance and goals.

3. Oversees customer acquisition and retention efforts.

4. Analyzes sales data and market trends.

5. Coordinates sales activities and campaigns.

6. Develops and maintains relationships with key clients.

7. Provides training and support to sales staff.

8. Sets sales targets and performance metrics.

9. Monitors and reports on sales performance.

10. Collaborates with marketing teams on promotions.

11. Manages sales budgets and resources.

12. Handles customer inquiries and issues.

13. Develops pricing strategies and proposals.

14. Participates in strategic planning and forecasting.

15. Reviews and improves sales processes.