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# Example of Business Continuity Manager Job Description

Our company is growing rapidly and is looking to fill the role of business continuity manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business continuity manager

* Extensive knowledge and experience of Program Management tools, standards and principles
* Conduct periodic objective reviews of existing plans for key assets and make recommendations for improvement in business resilience
* Supporting the process by which minimum operational standards are developed and implemented
* Coordinate the development, maintenance, testing, and execution of business continuity and disaster recovery plans for each functional area of the project
* Ensure that Business Continuity plans are properly rated for all business process areas, contain all required sections, and reflect current conditions
* Train Business Contuity/Disaster Recovery staff in the correct implementation of BC & DR processes, standards and training to ensure recoverability of business processes and supporting services across BUs and SSUs
* Partner with infrastructure and application areas to develop and maintain recovery procedures for Tier 1 business applications
* Educate and train IT members in practices of technology risk disaster recovery planning
* Support the Vendor Risk Assessment process related to business continuity and recovery concerns
* Consult with lines of business on business continuity processes and capabilities in order to properly assess a vendor’s recovery strategies in order to determine a vendor risk assessment

## Qualifications for business continuity manager

* 5+ years of experience in disaster recovery and business recovery
* Certified Business Continuity Planner (CBCP, CRP) accreditation preferred
* Strong human relations skills to interface with management and staff at all levels within the organization, vendors of record storage facilities and disaster recovery services
* Working knowledge of recovery planning software
* 6+ years business continuity and vendor relations experience
* Minimum of 5 years of relevant work experience in Business Continuity and Crisis Management