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# Example of Business Continuity Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position 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

* Oversee the design, development, maintenance, and implementation of business continuity plans for all businesses and functional areas on a global basis
* Facilitating business continuity exercises to test the effectiveness of business continuity plans and identify gaps
* Develop policies and procedures that provide consistent and strategic BC direction/oversight for varied programs, and can be audited broadly for compliance
* Develop collaborative BC strategies, plans and exercises that improve continually the resiliency of the enterprise
* Work with myriad automated software tools to ensure consistent reporting and compliance against enterprise BC standards to program and senior leadership
* Update risk assessments and business impact analyses according to Warner Bros
* Work with cross functional teams consisting of Warner Bros
* Create and maintain business impact assessment (BIA) for Skype consumer products and services via risk assessment
* Test the plan via table top exercises, simulation tests, and full interruption tests
* Conduct training for individuals to prepare them for their expected tasks

## Qualifications for business continuity manager

* Business Continuity Industry Certification(s) from DRII (CBCP/MBCP), BCM Institute, Business Continuity Institute, ISO22301, BCM Auditor
* Experience with emergency notification tools
* Providing ongoing Business Continuity and Disaster Recovery advice to engineering teams
* Domain expert in BCP/DR implementation
* Technically strong with ability to quickly grasp complicated system architecture
* Understands dev-ops methodology and is able to guide an agile team