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# Example of Business Continuity Manager Job Description

Our company is looking for a business continuity manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business continuity manager

* Refine, maintain and test corporate crisis management plans
* Management of Umbrella plans to ensure that (site activation, IT DR, Staff Management, Communications ) are maintained, regularly tested, and fully integrated
* Business Recovery Testing – Mature and maintain the needed operational processes and procedures to complete Business Recovery testing of critical systems and environments
* Overall coordination of Recovery Planner (RPX) Risk Assessments, Business Impact Analysis and Business Continuity Plans, including training, process improvement and team engagement
* Ideally a background in the Corporate Security & Business Continuity domain, trade or communication
* Supports the resolution of Internal Audit and ISO audit findings
* Coordinate and support the deployment of global or local program initiatives
* Support resiliency projects as required to ensure the readiness of business, technology or other relevant teams
* Monitor progress and trending of resiliency activities
* Monitor developing situations that pose a risk to business continuity and be ready to respond on a 24x7 basis

## Qualifications for business continuity manager

* Understands the risks of deploying services on cloud and corresponding mitigations
* 4-7 years experience in the field of business continuity, incident management and disaster recovery
* Project management and/or event management experience is an asset
* Excellent understanding of principles of professional practice business continuity and emergency measures basic knowledge of the elements of risk management
* Solid understanding of technology elements is an asset
* Knowledge of laws and regulations particularly matters relating to financial institutions