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# Example of Business Continuity Job Description

Our innovative and growing company is hiring for a business continuity. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business continuity

* Initiate and manage updates to planning documentation and maintain appropriate tracking mechanisms
* Coordinate and facilitate monthly/bimonthly meetings focused on BC concerns
* Participate in preparation of annual regulatory filings
* Create and execute project plans based on BCP strategy and goals
* Responsible for material changes to business continuity plans as the needs of the business change between scheduled updates
* Responsible for the delivery and management of all disaster recovery tests
* Provide oversight and feedback on enterprise DR program via participation in DR tests and related activities
* Assist IT Dept in the maintenance of the DR hot site
* Document and address deficiencies
* Introduce BC Program to new hires via BC presentation

## Qualifications for business continuity

* Maintain current content on BC webpage
* Create content for quarterly BC Manager newsletter
* Identify and recommend opportunities to advance business continuity strategy and organization
* Provide managerial support to the MRT as directed
* Participate in required response on incident or recovery situation
* Stay current with business continuity trends