



Example of Business Continuity Manager Job Description

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Our innovative and growing company is looking for a business continuity manager. 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 manager

- Help implementation and maintenance of Business Continuity Management plans
- You will work with business units to enhance contingency plans, mitigating the effect of major disruption, either a facility, technology or application failure or problem
- Develop effective processes for space and move management to ensure proper use of space and application of office standards
- Support awareness and compliance with Records Management, Facilities and Business Continuity policies
- Use best practices and experience in the managed functions to solve complex issues that will be appropriate to the need, and at the same time cost effective
- Performing detailed analysis to include risk/issue management and development/completion of remediation projects and/or escalate as needed
- Lead risk assessment & mitigation projects – partnering throughout company
- Manage ERM Department budget under VP, ERM supervision
- Prepare presentations/reports for senior management and Board meetings
- Manage the company insurance certificate process

Qualifications for business continuity manager

- Ability to multi-task, work in a multi-team environment, understand and be

- CBCP certification is required
- Four-year college degree, preferably in business-related field
- 8+ years experience working in business continuity/disaster recovery
- 5+ years in a managerial/supervisory capacity
- 5+ years as a Business Continuity Coordinator or similar role in the discipline