Our growing company is looking for a business continuity manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for business continuity manager

- Develop, coordinate, and maintain comprehensive business continuity and disaster recovery plans to ensure the ability to for an office, the firm, and/or technology platform to recover in the event of an unforeseen disruption
- Ensure development of capabilities critical to maintaining recovery/continuity plans
- Review changes in firm resources and environment to assure the effectiveness of the recovery procedures and backup capabilities
- Audit Business Continuity & Disaster Recovery Plans, document preparedness status and report to management
- Perform supervisory/management responsibilities effectively in accordance with the organization's policies and applicable laws
- Introduce and promote continuity requirements into the service support organization (IT, Facilities)
- Introduction and implementation of Group Business Continuity Processes across Asia
- Provide direction to SharePoint support personnel on administration and application development, update of documents, so that it remains technically current and forward looking at all times
- Responsible for attending meetings and documenting activities providing ongoing updates to leadership on forward planning to ensure closure of Action Items

Qualifications for business continuity manager

- Ability to dissect large amounts of data and identify potential issues
- Working knowledge of Internet, networking (LAN and WAN), data/voice telecommunications, and distributed computing
- Sufficient knowledge of IT infrastructure concepts to partner with IT in designing business function IT recovery strategies
- Demonstrated ability to lead/direct the work of others
- Strong administrative/supervisory skills to identify tasks and manage resources to achieve objectives within assigned target dates
- Ability to work independently in an environment that requires flexibility