



Example of Business Continuity Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of business continuity specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for business continuity specialist

- Orchestrate internal resources to support the sales activities
- Regular and accurate reporting on sales forecast
- Professional , passionate, self motivated individual
- Passion and commitment to clients
- Strong sales discipline and compliance with sales processes
- Collaborate with Customer Groups and Service Lines teams to identify and plan mitigation efforts, business continuity recovery strategies and necessary resources to execute continuity procedures
- Collect and organize information about current systems to create an inventory of systems and applications, with hardware, software, and network requirements, inter-system dependencies clearly identified for DR purposes
- Coordinates and manages actual, scenario-driven DR exercises tabletop or simulated exercises with both business and technical staff
- Serving as a key subject matter expert in company-wide business continuity or emergency response plans
- Leading projects to develop enterprise-wide business continuity or emergency response plans within the required time frames

Qualifications for business continuity specialist

- At least 2 years Sales experience or applicable experience
- Minimum 3 years maintaining program documentation or similar

- Knowledge of a variety of standard reporting software packages (Business Objects, Tableau,) and best practices for report deployment processes
- Ability to develop and drive DR strategy write, communicate, facilitate, and present to all levels of Information Technology leadership and staff