

JOB DESCRIPTION

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| **Job Title:** Analyst, Business Continuity and Crisis Management  **Apply:** [**www.cbre.com/careers**](http://www.cbre.com/careers) | **Reports To:** VP, Global Business Continuity |
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**SUMMARY**

The Analyst for Business Continuity and Crisis Management will be responsible for the development and implementation of tools, systems, and metrics to support the Business Continuity Management (BCM) program for CBRE globally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Manages the selection, procurement, implementation, and ongoing business-ownership of tools supporting Business Continuity management, including business continuity planning software, mass notification systems, and incident management software.
* Manages the data collection and organization within the department (and by extension with clients) to generate consistent, meaningful measures of risk, compliance, and performance for the department and CBRE.
* Consistently monitors – through data analysis -- the currency of business continuity plans and overall continuity risk profile of business units, and ensure appropriate corporate governance and awareness of existing risk issues. Develops and provide reports for the analysis of continuity risk.
* Ensures the development of regular reporting procedures (monthly, quarterly, and annual) to support awareness of continuity risk issues within the company. Creates dashboards and executive summary reports to support this. Effectively summarizes and communicates findings to management and stakeholders.
* Provides consultation and technical advice on continuity and crisis management issues to the CBRE community end users.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

Bachelor’s degree in an applied or technical discipline (CS, math/stats, engineering, or similar) preferred but not required.

Minimum 2+ years work experience in data analysis, process design, business analysis or related field.

Demonstrated project management experience and/or certification required, with proven ability to work in a cross functional environment to drive the implementation of projects.

Interest and experience in working with data to generate business-relevant insights.

Advanced MS Excel skills required (pivot tables, MS query, arrays, user-defined functions, etc.)

Proven ability designing effective solutions to complex problems. Intuitive / natural aptitude for problem-solving.

Statistical experience would be advantageous, but not required.   
  
Ability to communicate effectively, both orally and in writing. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to develop and deliver presentations.

# SCOPE OF RESPONSIBILITY

## Decisions made with in-depth understanding and interpretation of procedures, company policies and business practices to achieve general results.

## DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.