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|  | JOB DESCRIPTION     |  |  | | --- | --- | | **Job Title:** Manager, Business Continuity and Crisis Management  **Apply:** [**www.cbre.com/careers**](http://www.cbre.com/careers) | **Reports To:** VP, Global Business Continuity | |  | | |  | | | | | |
|  | |  |  | | --- | --- | |  | **JOB SUMMARY**  Responsible for planning, implementing, directing, and administering business continuity management tools, resources, and programs.  **ESSENTIAL DUTIES AND RESPONSIBILITIES**include the following:   * Assists in defining and managing key performance metrics in order to assess readiness, preparedness, and ability to return to normal business operation after a post-business event or natural catastrophe. * Assists in setting strategy for the Business Continuity Management (BCM) program and implementing the practice globally. * Ensures compliance with the annual obligations of the BCM Program (Business Impact Analyses, Business Recovery Plans, Disaster Recovery Plans and Exercises). * Promotes, educates, and communicates business continuity management programs and awareness. * In the event of an unplanned business disruption, assists in the implementation of the Response Plan and works closely with Department liaisons, Senior Leadership and Support Teams to ensure a successful recovery. This position requires being on call at all times to ensure a timely response to any event. * Manages any planned disruptions to the business. This includes identifying mitigation plans, gaining leadership sign-off, and communicating the details of the event to employees or affected departments. * Performs gap analysis and identifies mitigation plans on the current state of the BCM program. * Other duties may be assigned   **SUPERVISORY RESPONSIBILITIES**  No formal supervisory responsibilities in this position. Provides informal assistance such as technical guidance, and/or training to coworkers.  May lead project teams and/or plan, and supervise assignments of lower level employees. | |  | 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 and 3-5 years Business Continuity or Disaster Recovery Experience.  Certified Business Continuity Professional or other business continuity certification is preferred.  Requires understanding of Global Continuity principles and International Standards.  Knowledge of Commercial Real Estate Services Industry.  **COMMUNICATION SKILLS**  Ability to comprehend, analyze, and interpret the most complex business documents. Ability to respond effectively to the most sensitive issues. Ability to write reports, manuals, speeches and articles using distinctive style. Ability to make effective and persuasive presentations on complex topics to employees, clients, top management and/or public groups. Ability to motivate and negotiate effectively with key employees, top management, and client groups to take desired action.  **FINANCIAL KNOWLEDGE**  Requires in-depth knowledge of financial terms and principles. Ability to calculate complex figures. Ability to forecast and prepare budgets. Conducts financial/business analysis including the preparation of reports.  **REASONING ABILITIES**  Ability to solve advanced problems and deal with a variety of options in complex situations. Requires expert level analytical and quantitative skills with proven experience in developing strategic solutions for a growing matrix-based multi-industry sales environment. Draws upon the analysis of others and makes recommendations that have a direct impact on the company.  **OTHER SKILLS AND ABILITIES**  This role is responsible for a region as defined by CB Richard Ellis. As such, the role will require the ability to travel throughout the region.  Project Management experience with a proven track record to deliver on time and on/under budget.  Able to manage multiple initiatives at one time. | | | | | | |  |
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