

## Job Detail

Staff Level

Position Title	Business Continuity Plan at European FS firm
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Finance/Bank/Securities/Investment - Administration/Support/Back Office
Industry	Banking/Securities
Location	Asia Japan Tokyo
Job Description	<p>Japan's Business Continuity Plan (BCP) covers key business process through documentation, implementation and testing.</p> <p>Description</p> <p>1 BCP (Business Continuity Plan) and IT security strategy:</p> <ul style="list-style-type: none"> <li>* Support Crisis Management Team to make necessary coordination during a crisis time period</li> <li>* Manage BCP-related documentation</li> <li>* Organise necessary tests and follow up the results (connectivity, call tree, user tests, global test on recovery site...)</li> <li>* Coordinate the participation to external BCP tests</li> <li>* Embed BCP awareness throughout the organisation</li> <li>* Document necessary procedures</li> <li>* To maintain necessary physical BCP-related stocks, to be prepared for crisis and to be compliant to regulations</li> <li>* To act as administrator for some of the internal system the Organisation team is in charge of.</li> <li>* Maintain and monitor validation processes for system applications</li> <li>* Conduct / coordinate periodic controls</li> </ul> <p>1 Project management:</p> <ul style="list-style-type: none"> <li>* New tools implementation sponsored by the COO and/or Head Office: Study, coordination and delivery according to the needs.</li> <li>* Organizational issue investigation and solution proposal: deployment of existing solutions or creation of new ones when needed, documentation as appropriate.</li> <li>* Coordinate and help coordinating transverse projects (either across departments in Japan or across entities of the Group)</li> </ul> <p>Profile</p> <p>Essential skills:</p> <ul style="list-style-type: none"> <li>* Japanese (business level / JLPT N2) and English fluent</li> <li>* Project management experience</li> <li>* Excellent communications skills</li> </ul> <p>Desirable skills (not a must)</p> <ul style="list-style-type: none"> <li>* BCP setup experience</li> <li>* Background in Banking would be a big plus</li> <li>* French speaker is a plus</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* Social Insurance and Employment Insurance are fully covered by the company</li> <li>* WFH twice / week</li> </ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion</p>

	about this role please contact Ayaka Naota on +813 6832 8975.
Company Info	An European international banking group.
English Level	Fluent (TOEIC 865-)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3500K - JPY 4000K
Job Contract Period	12 months

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