BADMINTON ASSOCIATION OF INDIA
A Front line Sports Organization Of The Country. Badminton Association of India (BAI) is the governing body for Badminton in India. Based in New Delhi, BAI is an association registered under the societies act. It was formed in 1934 and has been holding national//International-level tournaments in India since 1936. BAI has 33 State Associations and 04 other organizations as its members.

VACANCY FOR:
1. Chief Operating Officer
2. Public Relation Officer
3. Office Secretary

1. CHIEF OPERATING OFFICER:
The Chief Operating Officer will work closely with the Higher Management to draw up the business strategy for rapid proliferation, augment & strengthen the organization. The person will direct, administer and coordinate the operational activities of the organization in accordance with policies, goals and objectives. Lead and direct the following functions and/or business units: Operations, Human Resources, Information Systems, Business Development, Technical & Program Planning and Marketing & Communication.

Experience Required:
Ability to work in a competitive environment and deal with ambiguity on a day-to-day basis.
• Minimum 3 years of experience in managing the Business Development, Strategic Planning and Operations.

Must have experience in managing relatively large teams across multiple disciplines.
• Demonstrated experience in planning with the ability to analyse and anticipate situations, define problems and objectives, recognize alternatives and formulate solutions.

Excellent leadership skills and abilities to resolve diverse problems, to understand the importance of structure, organization, resource management and to complete critical tasks in a timely manner.
• A management degree from a Tier 1 institute will be considered an added advantage.

• Experience of executing sports activities will be a preference.

Salary will be commensurate with qualification and experience

2. PUBLIC RELATION OFFICER:
The PR officer will be incharge of planning, developing and implementing PR strategies. Communicating with colleagues and key spokespeople, liaising with, and answering enquiries from media, individuals and other organisations, often via telephone and email. Researching, writing and distributing press releases to targeted media, collating and analysing media coverage, writing and editing speeches, articles and annual reports, preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes, devising and coordinating photo opportunities, organising events including press conferences, maintaining and updating information on the organisation’s website, managing and updating information and engaging with users on social media sites such as Twitter and Facebook, sourcing and managing speaking and sponsorship opportunities etc.
**Experience Required:**
A confident and self-motivated individual with nature flair to problem solve and collaborate with Media personal and internal partners. Motivate and inspire your team and the people around you. Approach work requirements with pace, tact and diplomacy.

Education Qualification Bachelor’s or Master’s degree
• Public Relations
• Journalism
• Mass Communication

Should have a minimum of 3 yrs of Experience in field of Public Relations, Experience in the Sports Industry will be considered an added advantage.

**Salary will be commensurate with qualification and experience**

**3. OFFICE SECRETARY**
The Office Secretary must answer phone calls and redirect them when necessary, Manage the daily/weekly/monthly agenda and arrange new meetings and appointments, Prepare and disseminate correspondence, memos and forms, File and update contact information of employees, customers, suppliers and external partners, Support and facilitate the completion of regular reports, Develop and maintain a filing system, Check frequently the levels of office supplies and place appropriate orders. Will also be required to Work with the senior management team and other staff to ensure statutory requirements are identified and met. Contribute to the overall development of BAI and its activities. Maintain systems, procedures and records in line with the organizations policies and objectives. Ensure necessary records are maintained that can readily provide current, accurate and accessible information etc

**Experience Required:**
A confident and self-motivated individual with nature flair to problem solve who can coordinate and work well with colleagues. Must be proficient in both English and Hindi, Should have at least 3 yrs experience in a similar Job profile. Graduation degree from a reputed institution of India is Mandatory. Experience in the Sports Industry will be an added advantage.

**Salary will be commensurate with qualification and experience**

**Candidates may apply with a detailed CV within 15 Days to :**

THE HONY GENL SECY,
BADMINTON ASSOCIATION OF INDIA,
D6/10 VASANT VIHAR, NEW DELHI 110 057.

Mail : ajaysinghania003@gmail.com