

JOB OPENING: YOUNG PROFESSIONALS FOR THE BAI NATIONAL CENTRE OF EXCELLENCE, GUWAHATI, ASSAM & AT BAI OFFICE, VASANT VIHAR, NEW DELHI.

Position: Young Professionals

Location: BAI National Centre of Excellence, Guwahati, Assam & BAI HQ New Delhi

Nos. of Positions: 03

Job Description:

The BAI for its National Centre of Excellence in Guwahati, Assam, is seeking enthusiastic and skilled Young Professionals to join our team. As a Young Professional, you will be responsible for various administrative, coordination and data management tasks related to grassroots development and sports management. Your contributions will play a vital role in promoting and enhancing the overall operations and success of our centre.

Responsibilities:

- Draft presentations and create visually engaging materials for different grassroots development initiatives.
- Coordinate with State Units and manage the registration process for players, coaches and officials.
- Ensure the accurate registration of players, coaches and officials in accordance with established guidelines.
- Collect, organize and analyse data related to athletes, coaches, academies, etc., using MS-Excel and MS-PowerPoint.
- Prepare minutes and summaries for various meetings held at the centre.
- Facilitate coordination between different departments within the centre.
- Manage day-to-day administration tasks to ensure smooth operations.
- Maintain a comprehensive database of material/resources provided to manpower engaged in grassroots development programs.
- Assist and coordinate with state bodies in organizing State/Zonal/National Championships. Ticketing, assist in Visa matters & Hotel bookings etc.
- Prepare letters, file noting, orders and other official documents.
- Contribute to the development and implementation of marketing strategies and communication plans.
- Provide assistance in various promotional opportunities such as conferences, sports events, tournaments, seminars and media events.
- Undertake any other work assigned by the reporting authority to support the overall functioning of the centre.

Eligibility:

- MBA/PGDM or Masters' Degree OR Graduate with at least 3 years of experience in Sports Management/Government Organization.
- Proficient in computer skills, particularly in Windows and Microsoft Office applications, including MS Excel, MS Word and MS PowerPoint.
- Confident, self-driven and capable of working effectively in a team.
- Ability to read, write and speak fluently in English and Hindi.





BADMINTON ASSOCIATION OF INDIA

(Affiliated to the Badminton World Federation and Badminton Asia Confederation)

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Age Limit:

- The upper age limit for Young Professionals is 35 years.

Remuneration: Depending upon previous work experience

Application Process:

Interested candidates are requested to submit the following documents via email to employmentbai@gmail.com

- Detailed resume outlining educational qualifications and relevant experience.
- Cover letter expressing your interest in the position and highlighting your skills and abilities.
- Copies of educational certificates and any additional certifications.
- Contact information of three professional references.

Note: Only shortlisted candidates will be contacted for further evaluation and interview.

Date of Publication: 29 December 2023

Application Deadline: 12 January, 2024

The BAI National Centre of Excellence is an equal opportunity employer committed to promoting diversity and inclusion in sports management.

We look forward to receiving your application and welcoming talented and motivated Young Professionals to join our team at the BAI.



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