



Post: Manager - Operations

Job Nature: Full Time.

Number of Vacancy: 1

Job Brief

Bangladesh Football Federation is seeking a highly skilled and experienced individual to join as the Manager - Operations. The Manager will be responsible for overseeing and managing the day-to-day operations of these diverse areas, ensuring operational excellence, outstanding analytical skills and optimal financial performance. The ideal candidate should possess strong leadership abilities, a solid background in operations management, and a comprehensive understanding of the overall operational activities.

As the BFF Manager - Operations, we want you to be comfortable in maintaining and supervising all the day to day operational activities. If you're passionate about the job and can think of ways to add creativity to your work, we'd like to meet you.

Responsibilities

- Overseeing all the purchase related work in accordance of compliance with FIFA, AFC.
- Maintain all the repairing work both in office and stadium – Civil work, electrical, sanitary and others.
- Overseeing the security issue of BFF office, stadium.
- Maintaining positive relations with various Government organizations like Ministry, NSC, NBR, Bangladesh Bank etc.
- Ensuring tournament-based logistics support in BPL, BCL, Federation Cup, Independence Cup, Age level, International tournaments, Friendly Matches etc.
- Arrange AGM & election related work.
- Arrange & support BFF Executive Committee Meeting etc.
- Any other tasks as framed and assigned from time to time by the Management.



Requirements and skills

- Minimum Bachelor's degree in any discipline. Education can be re considered for applicants having experience in this particular sector.
- The applicants should have experience in the following area(s):
Office Administration, Office Management, Rental and Logistics, Staff Management, Vendor management
- Proven experience as operations manager.
- Experience managing and maintaining office staffs in operating successful office management
- Excellent communication skills
- Ability to think and act quickly
- A team player
- Attention to detail

The BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Acting General Secretary, Bangladesh Football Federation, BFF House, Motijheel C/A, Dhaka-1000 by post or email to bff.recruitment@gmail.com on or before 26th June 2023.

Only the short-listed candidates will be called for Interview.