

High Performance Operations Manager

Job Description

Pakistan Cricket Board is looking for an enthusiastic, experienced and energetic individual to manage the day to day operations of the High Performance Center and to help in implementing strategies devised by the PCB Management.

Requirements:

- Minimum Bachelor's degree in Business Administration from a reputed institution
- At least (05) years working experience in Administration / Operational role.
- Possessing strong analytical skills
- Provide support in, planning, provision & allocation of resources.
- Create, and maintain, records / database of relevant information relating to national and domestic players.
- Interact, and provide relevant information /reports, on a regular basis to the Management.
- Execution of Development Programs.
- Strong written and oral communication skills
- Strong management skills.
- Excellent Administrative skills combined with integrity, prudence and professionalism.
- Computer literacy (Microsoft Office Suite) is a must