

Hiring for Multiple Roles

Fencing Association of India is looking to hire for the following Positions -

Post 1 - Office Secretary -1

1. Office administration
2. Compiling of data
3. Computer efficiency – (hands on MS excel, Power point and MS Word)
4. Good Letter Drafting Skills
5. National fencing activities
6. Additional duties assigned by Fencing Association of India
7. Assisting Staff during National Competitions in tasks like compiling entries of competitions
8. Stakeholder Management
9. MBA in Sports Management with preferably fencing background

Post 2 – Office Secretary

1. Looks after International Competition.
2. Looks after FIE entries, licences and visa process.
3. Knowledge of International Competitions and rules & regulations.
4. MBA in Sports Management preferably fencing background.

Post -3 – Social Media Manager

1. Knowledge of social media platforms
2. Ability to write catchy captions
3. Take photos and use photos from old archives, preferably have photographer eye.
4. Regularly posts and Updates all Social Media pages
5. Maintains Photo Gallery



**FENCING
INDIA**

Affiliations: International Fencing Federation (FIE),
Fencing Confederation of Asia (FCA), Commonwealth
Fencing Federation (CFF), Indian Olympic Association (IOA),
& Ministry of Youth Affairs and Sports (MYAS), Govt of India

Fencing Association of India

Post - 4 – Multi Tasking Staff (02)

1. Handling of FAI Goods
2. Transportation of FAI Goods
3. Tasking of day to day of dispatch, liason and act as office supervisor to maintain office and FAI Stores

Interested candidates please submit their resume on secgen@fencingindia.org