

Job Title: Sports Associate (Media Management and IT)
Positions vacant – 1 no.
Organization: Indian Weightlifting Federation
Location: NOIDA
Employment Type: Full-time
Reports To: Administrative Officer / Chief Executive Officer

Job Summary:

The Indian Weightlifting Federation is seeking a dedicated and detail-oriented Sports Associate to support its operations through digital content management, data handling, coordination, and administrative tasks. The role requires proactive execution of online tasks, communication, and efficient file management, contributing to the smooth functioning of the federation's day-to-day operations.

Key Responsibilities:

Website Management:

- Upload news articles, event updates, results, and official documents on the federation's website.
- Maintain accuracy and timeliness of published content.

Digital Documentation:

- Maintaining digilocker of the Federation.
- Assist in the creation and management of ID cards for athletes, officials, and members through the federation's online system.
- Maintain updated databases and ensure record accuracy.

Digital Platform Coordination:

- Manage and update federation's digital platforms including email, social media, and internal communication tools.
- Respond to queries and provide relevant information online.

Administrative Support:

- File and maintain physical and digital records of correspondences, meetings, and reports.
 - Monitor and respond to official federation emails, forwarding to relevant departments as needed.
 - Coordinate with administrative staff and support officials in logistics and scheduling.
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Qualifications and Skills:

- Master Degree in Sports Management and Administration / Mass Communication.
- Proficient in Microsoft Office, email platforms, and content management systems.
- Strong communication and interpersonal skills.
- Basic knowledge of PHP, JAVA, word press and other website tools.
- Basic knowledge of sports administration (weightlifting preferred).

- Ability to manage multiple tasks, work under pressure, and maintain confidentiality.
- Familiarity with the RFP. tendering, vendor management and documentation for managing the end-to-end process of preparing, submitting, and coordinating proposals and bids for procurement and services with Government compliance corresponding to procurement regulations and internal policies.

Preferred Experience:

- 1-3 years of experience in a similar role in a sports organization or federation.
- Familiarity with national sports governance structures and protocols.
- 1-2 years of experience in media management.

Remuneration:

- As per the norms of the Indian Weightlifting Federation and candidate's experience.

TA/DA: Entitlement as per Indian Weightlifting Federation norms only.

Leave: He / She will be entitled for 18 days leave in a calendar year on a pro-rata basis. Therefore, above individuals shall not draw any remuneration in case of his/her absence for a period of beyond 18 days in a year. The un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

Post your resume / bio-data along with attested copies of educational, professional certificate, experience letter, if any, salary receipt (last salary drawn) / Form 16 upto 13th June 2025 to:-

The Chief Executive Officer,
Indian Weightlifting Federation
C-2/18, Sector - 31, Noida, Uttar Pradesh 201301
Telephone - 0120-4541605
Email - id - recruit.iwlf@gmail.com