



THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

Profile: Admin Manager – Hyderabad Cricket Association

Position Overview

The Admin Manager at HCA is responsible for overseeing day-to-day administrative operations, ensuring smooth coordination between departments, and supporting the execution of cricketing activities, tournaments, and infrastructure projects. This role is pivotal in maintaining organizational efficiency, compliance, and stakeholder engagement.

Key Responsibilities

- **Office Administration**
 - Supervise administrative staff and manage office operations at Rajiv Gandhi International Cricket Stadium.
 - Maintain records, correspondence, and official documentation.
- **Event & Tournament Support**
 - Coordinate logistics for domestic and international matches, training camps, and league tournaments (IPL, TG20, TPL).
 - Liaise with cricket operations, procurement, and hospitality teams.
- **Compliance & Governance**
 - Ensure adherence to BCCI guidelines, government regulations, and internal policies.
 - Support committees in preparing reports, minutes, and compliance submissions.
- **Stakeholder Coordination**
 - Act as a point of contact for member clubs, Telangana Cricket Association (TCA), and external partners.
 - Facilitate communication between HCA executives, committees, and vendors.
- **Infrastructure & Facilities**
 - Oversee stadium facilities, security, and maintenance in coordination with procurement and operations.
 - Manage contracts for housekeeping, catering, and civil/electrical works.

Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad - 500 039 Telangana State

E-mail: hycricket@rediffmail.com, website: www.hycricket.org

Estd. 1934



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- **Financial & HR Support**

- Assist in budget preparation, payroll, and staff management.
- Monitor administrative expenses and ensure cost efficiency.

Qualifications & Experience

- Bachelor's/Master's degree in Business Administration, Sports Management, or related field.
- 7+ years of experience in administration, preferably in sports organizations or event management.
- Strong organizational, documentation, and compliance skills.
- Familiarity with cricket governance and sports infrastructure management is an advantage.

Skills & Competencies

- Excellent communication and interpersonal skills.
- Ability to multitask and manage diverse stakeholders.
- Proficiency in MS Office, ERP systems, and e-procurement platforms.
- Integrity, transparency, and problem-solving mindset.

Reporting:

- The selected shall report to the Chief Executive Officer (CEO)-HCA

Issued by:

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