



## JOB DESCRIPTION

<b>JOB TITLE</b>	:	COMPETITIONS MANAGER, THAI LEAGUE
<b>DEPARTMENT</b>	:	COMPETITIONS DEPARTMENT
<b>REPORTS TO</b>	:	DEPUTY CEO
<b>LOCATION</b>	:	BANGKOK

### JOB SUMMARY

The role of the Competitions Manager involves the day-to-day operations of organising matches and other events (e.g. inspections, workshops, seminars and other related events) by the Thailand Professional League ("Thai League). It is also the responsibility of the Competitions Manager to create and maintain a calendar of events for the season.

### OBJECTIVE

Primary responsibility of managing all aspects of preparing for a high quality football league and competitions with the regulations, policies and guidelines.

### WHO ARE WE LOOKING FOR

- Thai Nationality
- Possess minimum a Degree or professional qualification in event or project management
- Flexible and adaptable
- Calm and measured when working under pressure
- Attention to detail
- Team working – effective at leading project teams and working cross functionally
- Strong work ethic and can do attitude
- Proactive and solution orientated
- Effective and confident communicator.
- Possess excellent organisational skills as they will be expected to manage and organise a large number of tasks simultaneously

- Ability to prioritise/meet deadlines as and when required
- Fluency in Thai/English (written and oral)
- Computer literacy including Microsoft office systems

### **DUTIES AND RESPONSIBILITIES**

- Managing all aspects of league operations and delivery for Thai League.
- Working cross functionally with various departments to ensure that league and events are in place throughout the season.
- Thai League match management and main contact.
- Coordinate meetings and seminars
- Create, monitor and implement regulations and calendar across competitions.
- Acting as the principal point of contact for clubs.
- Managing all site and stadium inspection visits.
- Liaising with key stakeholders to ensure that all requirements are met for each event type
- Setting budgets and assigning resources; ensuring compliance with finance policies
- Coordinating and verifying documents with licensing applicants in Club Licensing System.
- To maintain professional conduct at all times, including complying with strict confidentiality rules regarding information
- Any other competitions related duties whenever required.