

Section	Description
School/Department Name	Sports Academy
Contact Name	Vishal K
Email Address	Vishal.k@woxsen.edu.in
Phone Number	
Job Profile Information	
Job Title	Coordinator Woxsen Sports Academy
Department	
Reporting To (Title)	The Director of Sports & Coaches
Number of Positions	2
Job Summary	We are looking for a highly organized and detail-oriented Coordinator to join our team and support the day-to-day operations of Woxsen Sports Academy. You will be responsible for a variety of tasks, including scheduling appointments, managing databases, and coordinating events.
Key Responsibilities	<ul style="list-style-type: none"> • Provide administrative support to the Woxsen Sports Academy team. • Schedule appointments, manage databases, and coordinate events. • Prepare reports and presentations. • Perform other duties as assigned.
Qualifications	
Education	
Experience	
Skills	Skills: <ul style="list-style-type: none"> ○ Strong organizational and time management skills. ○ Excellent communication and interpersonal skills. ○ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint). ○ Ability to prioritize tasks and meet deadlines. ○ Attention to detail and accuracy. ○ Excellent customer service skills.
Certifications	
Additional Information	
Preferred Start Date	Immediate
Additional Details	