

## OPERATING MANAGER

<b>Document ID</b>	JOB002
<b>Employer</b>	Japan Cycling Federation
<b>Work Type</b>	Contract
<b>Contract period</b>	In general, between January 2018 and March 2021. (Annual renewal) (If the project will continue and we will consider that duties capability and working attitude are superior during the contract period, there is a possibility for renewal the contract after March 2021.)
<b>Salary</b>	Upon experience
<b>Location</b>	Shizuoka Prefecture, Japan
<b>Posted</b>	28 Nov. 2017
<b>Closes</b>	The position will remain open until the position is either closed (an applicant contracted) or cancelled.

## JOB DESCRIPTION

### Pre-amble

Japan Cycling Federation (JCF) is the recognized authority by the UCI (Union Cycliste International), JSC (Japan Sports Council) and JOC (Japan Olympic Committee) on all aspects of cycling in Japan. JCF is responsible for the management and development of the sport and the national team at the elite level, including Olympic, Paralympic and Asian Games.

JCF, through its High-Performance Center (HPC), aims to create and sustain an effective system that develops talented Japanese track cyclists to achieve Olympic, Paralympic and World Championship medal performances.

### Short Description

The HPC's Operating Manager role offers a unique opportunity for an outstanding individual to be involved in the development of a completely new and innovative training center towards Tokyo 2020 Olympic Games.

The HPC's Operating Manager, in cooperation with the HPC's Director, will be responsible for the daily operation of the organization. Following the strategic plan, the Operating Manager will ensure that the company operates profitably and in an ethical manner in order to fulfill the objectives of its stakeholders and staff, assuring the functionality and sustainability of the organization.

### Reports to

HPC's Director and High-Performance Committee

**Main Responsibilities** (include but are not limited to)

- Establish policies and documentation that promote company objectives.
- Promote and maintain professional and corporate customs.
- Ensure that the company meets all its legal requirements, including those relating to Occupational Health and Safety.
- Oversee daily operations of the organization (i.e. Administration, Finances, Business Development, IT or Marketing).
- Monitor and control the company's performance and finances in accordance with the budgetary resources provided.
- Write and submit reports to the Director and the High-Performance Committee in all matters of importance (i.e. financial reporting).
- Manage relationships with partners and suppliers.
- Assist Director in fundraising activities.
- Participate in expansion activities (investments, corporate alliances etc.).
- Monitor and control the company's Quality Management System.
- Organizational and space planning.
- Recruiting and staffing, according to the legal requirements.
- Compensation and benefits administration.
- Lead employees to encourage maximum performance and dedication.
- Planning and delivering training, including integration for new staff.

**Requirements** (include but are not limited to)

- A degree in Sports Management, Business Administration or another specialized field relevant to the industry. MSc/MBA is a plus.
- Understanding of business functions such as HR, Finance or Marketing.
- Experience in strategic planning and business development.
- Working knowledge of data analysis and performance/operation metrics.
- Ability to create documents, policies and agreements.
- Ability to manage equipment and inventory.
- Working knowledge of IT/Business infrastructure and MS Office.
- Good written and oral communications skills in English and Japanese.

**Key Competencies and Behaviors** (include but are not limited to)

- Result oriented and creative in addition to having strong business-development skills and the ability to interact with clients, staff, and stakeholders.
- Good organizational skills, problem-solving abilities, time management skills and initiative.
- Effective communication.

**Key Partners and Stakeholder include**

- Japan Sports Council
- Japan Institute of Sports Sciences

- Japan Olympic Committee
- Japan Keirin Association
- Among others...

### **General**

- Travel throughout Japan and internationally might be required.
- Comply with all policies set down by Japan Cycling Federation and ensure that they are implemented as appropriate.

## **APPLICATIONS**

- Please send full resume to “[kyoka@jcf.or.jp](mailto:kyoka@jcf.or.jp)” with
  - ◇ current and expected salary
  - ◇ contact telephone number, email and postal addresses
  - ◇ current work situation and your availability date for work
- Please quote reference no. “**JOB002**” in the application.
- Applicants who are not invited for interview within six months may consider their applications unsuccessful.
- All applications will be treated in the strictest confidence. The collected data will be used for recruitment and other employment-related purposes only, and in general it won’t be returned.