**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Code No.** | **096** |
| **Designation** | **Administrative Assistant** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On Contract** |
| **Remuneration** (Consolidated) | **Rs. 30,000/-** |

|  |
| --- |
| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: Administrative Officer, Assistant Director – Administration
 |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):
 |
| **II. Contacts / Needs to interact with:** |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): DG’s Office, Administration, Accounts, Curatorial Department, Education Department and Conservation Department
 |
| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Local Authorities, Government Departments, CSR Doners.
 |
| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** |
| 1. **Educational Qualifications:**
 |
| 1. i)Essential: Any graduate with Diploma in Human Resources / Business Administration

 well versed with Advance MS Office  |
|  ii) Desirable: Knowledge of labour legislation |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)**
 |
| 1. Communication skills, drafting skills, people management.
2. Should be able to discharge responsibilities independently, work within time schedule
3. Able to speak, read and write English, Marathi and Hindi.
 |
| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | 7 years |
| 1. **Areas of experience:**
 | General Administration with reputed organisations / educational institutions / NGO’sExperience of using spreadsheet |

|  |
| --- |
| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
 |
| * To assist in smooth functioning of general administration, campus management and development projects.
 |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:**
 |
| 1. Maintaining and updating employee’s database.
2. Preparation of letters / memos / circulars related to employees, etc)
3. Assisting in tendering process
4. Filing of important papers / documents.
5. Preparing work orders, sanction notes, reports
6. Assisting in recruitment process.
7. Maintenance of Computers, Assets, Facilities, Security and surveillance systems.
8. Maintaining record of booking of Museum facilities and related correspondence,
 |

|  |
| --- |
| Interested candidates may send only CV on or before 20th July 2022 to Assistant Director - Administration**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Super subscribe the envelope with the post applied for with the Job Code No. Or email copy of CV on recruitmentcsmvs@gmail.com mentioning the Job code and Post name in the subject line.The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |