**JOB DESCRIPTION**

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| **Job Code** | **116** |
| **Designation** | **Administrative Assistant** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On Contract** |
| **Age** | **32 years and above (as on 01.07.2023)** |
| **Remuneration** (Consolidated) | **Rs. 35,000 - 40,000/- p.m.** |

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| **I. Reporting Relationships:** | |
| 1. Designation(s) of person(s) the role reports to: Assistant Director – Administration, Administrative Officer | |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised): Subordinate staff | |
| **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, Conservation Department, Archives and Museum Shop. | |
| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Local Authorities, Government Departments, CSR Doners, Trustees, Vendors, Service providers, etc. | |
| **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. Essential: Any graduate with Computer Skills (well versed with Advance MS Office) | |
| ii) Desirable: Office management / Administration | |
| 1. **Attributes / Skills / Competencies Required:** | |
| 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:** | 5 years |
| 1. **Areas of experience:** | General Administration with reputed organisations |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:** |
| Independent execution of day to day back office work. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:** |
| 1. Maintaining Inward / Outward register 2. Maintaining all office files. 3. Procurement / purchase of all types of day to day materials including stationery, cleaning material, etc. 4. Maintaining stock register of all types of materials. 5. Preparing work orders, sanction notes, reports 6. Co-ordination and arrangement of all types of meetings. 7. Maintain all records related to Board meetings. 8. Maintain mailing list for museum’s public events and executing all work related to sending invitations. 9. Maintain fixed assets register. 10. Maintain record of Computers, Assets, Facilities, Security and surveillance systems 11. Handling administrative task 12. Assisting in recruitment process and all work related to employee appointment, resignation, employment, drafting appointment / Offer letters etc. 13. Assisting in HR related work. |

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| Interested candidates may send only CV on or before 31st July 2023 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 on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com) mentioning the Job code No. 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. |