**JOB CODE:­­­ 132 LAST DATE: 22/11/2023**

**TITLE: Secretary (Executive Assistant)**

Total No. of Post : 1

Remuneration : 25,000(consolidated)

Type : On contract– Full Time

Age : Less than 30 years

**Job Description:**

* Reorganize records of the Conservation Department in consultation with the Section In-charge and coordinate with Museum archives for relevant filing.
* Handling of all communications, filing and secretariat work for the Conservation Department.
* Maintaining an updated filing and retrieval system for all records and communications.
* Documentation and maintaining records of your work.
* Preparation of reports, sanction notes,in consultation with the Section In-charge.
* Manage video door phone operations and telephone calls of the Conservation Department.
* Monitor emails and other communications for the office in a prompt manner and onward them to concerned persons in consultation with Section In-charge.
* Carry out other activities required to support the ongoing projects in form of Travel and Accommodation bookings for Conservation Department.
* Be responsible for maintaining your work area in a neat and in orderly fashion.
* Any other Conservation and Museum related duties that may be assigned to you from time to time by senior officers of CSMVS.

**Essential Qualification & Experience:**

* Minimum qualification- B.com.
* Experience: Minimum experience of 1-2 years in administration sector.

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before November 22, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for Job Code 132 Secretary (Executive Assistant) OR email your CV mentioning Job Code 132 Secretary (Executive Assistant) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)

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.