**JOB CODE:­­­ 144 LAST DATE: 28/01/2024**

TITLE: 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- Any graduate from recognized university.
* Knowledge of MS Office.
* Should have good written and communication skills.
* Experience: Minimum experience of 1-2 years in administration sector.

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before January 28, 2024 to The Assistant Director (Admin) on the above-mentioned address. Superscribe the envelope with “Job Code 144 – Executive Assistant” **OR** email your CV mentioning “Job Code 144 - 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.