**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB CODE** | **064** |
| **Designation** | **Administrative Assistant (1 Post)** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On Contract** |
| **Remuneration** (Consolidated) | **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:**
 |
| (a. i)Essential: BA / BMS / B Com / Dip. in Business Administration |
|  ii) Desirable: Computer literacy |
| 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:**
 | 5 years |
| 1. **Areas of experience:**
 | General Administration with reputed organisations / educational institutions / NGO’s |

|  |
| --- |
| **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: (E.g.: No. of visitors to be in touch with in a day / no. of employees to be supervised / funds to be collected /visitors satisfaction levels to be ensured; if applicable)**
 |
| 1. Assist in developing strategy for preventive maintenance, implementation and execution.
2. Assist in developing a proper system for recording data.
3. Assisting in tendering process
4. Filing of important papers / documents.
5. Preparing work orders, sanction notes, reports
6. Assisting in recruitment process.
7. Drafting appointment / Offer letters
8. Maintenance of Computers, Assets, Facilities, Security and surveillance systems
 |

|  |
| --- |
| Interested candidates may send only CV on or before 6th August 2019 to Assistant Director (Admin)**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 mentioning the Job code and Post in the subject line. If job code and post not mention in subject line the application will not be considered for further recruitment process.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. |