**JOB CODE: 008 TITLE: Exhibition Project Administrator LAST DATE: 23/11/2016**

For the forth coming International Exhibition **“India and the World”**

No. of Posts: 1

Gender: Male / Female

Remuneration: 35,000 per month (consolidated)

Type: On contract (Project based)

Job Description:

* To look after administration of international exhibition to be held at CSMVS.
* Statutory / Legal compliance.
* Liasioning and co-ordinating with different stakeholders from administrative point.
* To ensure timely compliance execution, project monitoring and reporting.
* Any other work that may be assigned by the Director General, CSMVS.

Experience:

* 4 years experience preferably in managing / co-ordinating event, public programme, projects.

Essential Qualification:

* B. Com / BA / B. Sc.

Desirable Qualification / Skills:

* Project Administration.
* Enthusiastic, self –starter, ability to work with deadlines, good organisational skills

**ADVERTISEMENT**

**Intrested candidates may send only CV on or before 23rd November 2016 to The Assistant Director (Admin), on Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161, M.G. Road, Fort, Mumbai 400023. or mail us on** **recruitmentcsmvs@gmail.com** **Supersubscribe the envelope with the post applied for with the Job code. Log on to our website** [**www.csmvs.in/jobs.html**](http://www.csmvs.in/jobs.html)