The Bombay Natural History Society, India’s premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883. BNHS announces the following vacancy for its Headquarter, in Mumbai.

**Position**  Administrative Executive
**Location**  Head office
**Department**  Administration
**Education**  Graduate with knowledge in secretarial assistance
**Experience**  5 years with reputed company or NGO
**Salary**  Negotiable

**Major Responsibilities:**
1. To provide secretarial assistance to the President, Honorary Secretary, and the Director
2. Arranging meetings at Hornbill House as instructed by the Office Bearers and taking down notes of the meetings
3. Receiving various documents/ papers from other departments meant for the Office Bearers.
4. Preparing draft minutes of the meetings of Committees, Office Bearers and Governing Council.
5. Maintain the contact lists of all the people/agencies associated with the BNHS and help BNHS office bearers to establish contacts & communication with them.

Interested candidates can send their application via email with a detailed CV by 28th July 2023 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811, Email: cv.hr@bnhs.org.

BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.