

Office and Logistics Manager Touring Exhibitions



Natural History Museum

The Touring Exhibitions Department has a dual function of generating income for the Natural History Museum and of furthering the reach of the Museum's core mission and brand by touring exhibitions to all sorts of venues across the world.

As Office and Logistics Manager you will be responsible for all administrative and financial functions to ensure the smooth running of the Touring Exhibitions business including reconciling monthly accounts, late payments, delivery of equipment and travel logistics.

The successful candidate will have previous office management experience and excellent financial, reporting and data analysis skills.

Experience of basic operation logistics and the ability to work on own initiative is also essential for this post.

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|--------------------------|------------------------|
| Location: | South Kensington |
| Category: | Other |
| Duration: | |
| Type of Contract: | Permanent |
| Hours: | Full Time |
| added: May 8, 2013 | deadline: May 31, 2013 |

More information: <http://www.nhm.ac.uk/jobs>