

No. Advt- PS/07/2016

21.06.2016

WALK- IN – INTERVIEW
Administrative Assistant (Multi skilled)
(On contract Basis- Peri Software Solutions Pvt. Ltd.)

M/s. Peri Software Pvt. Ltd. is a Contractor for Manpower Services, looking for Administrative Assistant (Multi skilled) to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

Administrative Assistant (Multi skilled) (1 Post)

ESSENTIAL QUALIFICATION: Graduates having typing speed at 30 w.p.m. in English, 25 w.p.m. in Hindi/Marathi, should possess good command of speaking English, Hindi and Marathi languages. Person should be well versed with standard data entry software (Excel, Word). Able to work in shift.

SHIFT TIMING: 10.30 a.m. to 7.00 p.m.

OR

9.15 a.m. to 5.45 p.m.

EXPERIENCE: One year experience in Administration is preferable. Fresher's are also welcome.

CONSOLIDATED SALARY: ₹ 12,000 to 23,000/- p.m.

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Tuesday, 28th June, 2016 at PS-334 (Administrative Meeting Room), 3rd floor Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 10.00 a.m. to 11.00 a.m.

Sd/-
Supervisor