

No. Advt- GA/09/2016

23.02.2016

**WALK- IN – INTERVIEW**  
**Administrative Assistant (Multi skilled)**  
**(On contract Basis- M/s GA Digital)**

M/s. G.A. Digital Web Word 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 Friday, 4<sup>th</sup> March, 2016 at, PS-334, 3<sup>rd</sup> 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.

  
Supervisor

For GA Digital Web Word Pvt. Ltd