

No. Advt- GA/03/2016

19.01.2016

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) (2 Posts)

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: 07.30 a.m. to 4.00 p.m.

EXPERIENCE: One year experience in Accounts/ Administration is preferable. Freshers 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 **Wednesday, 27th January, 2016 at 334, 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.



Supervisor

For GA Digital Web Word Pvt. Ltd