

No. Advt- PWNT/02/2021

18.03.2021

WALK- IN – INTERVIEW FOR
Administrative Assistant (Multi Skilled)
(On contract Basis- Primeone Workforce Pvt. Ltd.)

M/s. Primeone Workforce 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) – (Posts 2)

ESSENTIAL QUALIFICATION: Graduates from recognized university, Graduate in Science will be preferable, good typing speed and computer knowledge. Will have to work in shift duties including nights, Sundays and Holidays.

Duty Timing: 9:15 a.m. to 5:45 p.m. and 2:30 p.m. to 11:00 p.m.

EXPERIENCE: Minimum 1 year experience.

AGE : 21-28 years

CONSOLIDATED SALARY: ₹ 20,300 to 25,000/- p.m.

DURATION: 6 months

Candidates fulfilling above requirements may walk in for interview on **Thursday, 25th March, 2021 at 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 10.30 a.m.

Sd/-
Supervisor