

No. Advt- PNT/03/2021

07.05.2021

**WALK- IN – INTERVIEW FOR**  
**HRD Coordinator**  
**(On contract Basis- on Outsourced Contract)**

An outsourced Contractor for Manpower Services, looking for HRD Coordinator to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

**HRD Coordinator**

**ESSENTIAL QUALIFICATION:** Master's degree / Diploma in HR OR Hospital and Quality Management from recognized university. Preference will be given to the candidates having minimum 1 year experience in HR with proficiency in computers and good communication skills. Candidate should be well versed in drafting letters, coordination with employees.

**Age:** upto 30 years (relaxable considering qualification & experience)

**CONSOLIDATED SALARY:** ₹ 22,000 /- p.m. and above as per experience

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 17<sup>th</sup> May, 2021 at 3<sup>rd</sup> floor, Meeting Room-2, Khanolkar 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