

No. Advt- PNT/05/2021

25.08.2021

**WALK- IN – INTERVIEW FOR**  
**Administrative Assistant (Multi Skilled)**  
**(On Outsourced Contract Basis)**

An outsourced 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)**

**ESSENTIAL QUALIFICATION:** Graduates from recognized university, good typing speed and computer knowledge.

**EXPERIENCE:** Minimum 2 years of experience in purchase department preferably in areas such as tendering, Import Clearance.

**AGE :** 21-28 years (relaxable considering qualification & experience)

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

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

Candidates fulfilling above requirements may walk in for interview on **Monday, 6<sup>th</sup> September, 2021 at 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 10.30 a.m.

Sd/-  
Supervisor