

No. Advt- PNT/13/2021

28.12.2021

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: Graduate in B.Sc. / B.Com stream from recognized university, good typing speed and computer knowledge. Will have to work in shift duties including nights, Sundays and Holidays.

EXPERIENCE: Minimum 2 years' experience in any of the relevant field given below.

- a) Purchase
- b) Accountancy
- c) Stores
- d) Administration & Establishment

Preference will be given to candidate who is familiar with GFR & SFR rules as well as knowhow of all latest software applications.

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, 6th January, 2022 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