

No. Advt- PNT/14/2021

22.12.2021

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 **Wednesday, 5th January, 2022 at 3rd floor, Meeting Room-II, 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