

Advt- OS-A/06/2022

19.01.2022

**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 1 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, 27<sup>th</sup> January, 2022 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