

Advt- OS-A/16/2022

22.02.2022

WALK- IN – INTERVIEW FOR
Administrative Assistant (multi skilled)
(On contract Basis - on Outsourced Contract)

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 :

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 night shifts, Sundays and Holidays.

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 (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 14th March, 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