

Advt- OS-A/45/2022

07.06.2022

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. The candidate should have minimum 3 years of experience working in Stores department. The candidate should be well versed in stores procedures consisting of Receiving of material, keeping proper records, issuing material to the concern departments, preparation of GRIN, Inventory Control, Assets Management. Candidates well versed with GEM procedures and Diploma in Materials Management will be preferred.

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, 13th June, 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