

Advt- OS-A/115/2022

05.12.2022

WALK- IN – INTERVIEW FOR
Tender Executive
(On Outsourced Contract Basis)

An Outsourced Contractor for Manpower Services, looking for Tender Executive to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Diploma or Graduate in any stream from recognized university is desired. Minimum 4 years of relevant experience for Diploma holders and 3 years for Graduate holders. Candidate should be well versed with tendering process encompassing preparing of tender documents, handling ON LINE (e-tender portal) and OFF LINE tenders, co-ordinating Pre-Bid meetings, opening of tenders, preparing initial comparative statements, arrangements for presentations and committee meetings etc. Candidate must be familiar with latest computer applications and AutoCAD.

Age : upto 33 years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹25,000 to ₹ 40,000 /- P.M.

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Tuesday, 13th December, 2022 at 3rd floor, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 12:30 P.M. to 01:00 P.M.

Sd/-
Supervisor