

Advt- OS-A/02/2023

02.01.2023

**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 any 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 is mandatory.

- a) Purchase
- b) Accountancy
- c) Administration & Establishment

Preference will be given to candidates familiar with Purchase / Accounts / Medical (Front Office)/ Store/ HR rules as well as knowhow of all latest software applications.

**Age:** 21-28 years (may be relaxed on experience basis)

**CONSOLIDATED SALARY:** ₹ 22,600/- p.m. to ₹ 25,000/- p.m.

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Wednesday, 18<sup>th</sup> January, 2023 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