

**WALK- IN – INTERVIEW FOR**  
**Administrative Assistant (Multi Skilled)**  
**(On contract Basis through**  
**Principle Security & Allied Services Pvt. Ltd.)**

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 & EXPERIANCE:** 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) Accountancy
- b) HR
- C) Front Office

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

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

**CONSOLIDATED SALARY:** ₹ 23,400/- p.m. to ₹ 35,000/- p.m.

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

**Interview Schedule will be as follows.**

**1<sup>st</sup> Round**– Written Exam & Typing Test @30wpm

**2<sup>nd</sup> Round Interview** – Candidate who clear the 1<sup>st</sup> Round will be intimated by mail.

Candidates fulfilling above requirements may walk in for 1<sup>st</sup> Round Interview on **Monday, 31<sup>st</sup> July, 2023 at 2<sup>nd</sup> floor, Asha Nivas, 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