

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: 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 Purchase is mandatory.

Preference will be given to candidates familiar with Purchase 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.

1st Round– Written Exam & Typing Test @30wpm

2nd Round Interview – Candidate who clear the 1st Round will be intimated by Same day.

Candidates fulfilling above requirements may walk in for interview on **Friday, 15th September, 2023 at 2nd floor, Asha Nivas, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested Xerox copies of all Mark sheet & Experience certificates.

Reporting Time: 09.30 a.m. to 10.00 a.m.

Sd/-
Supervisor

