

WALK- IN – INTERVIEW FOR
Administrative Assistant (multi skilled)
OR
Administrative Assistant cum Secretary
(On contract Basis through
Principle Security & Allied Services Pvt. Ltd.)

An outsourced Contractor for Manpower Services, looking for Administrative Assistant (multi skilled) OR Administrative Assistant cum Secretary to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

ESSENTIAL QUALIFICATION & EXPERIENCE: Graduate in any discipline, good typing speed, Proficiency in MS Office and computer knowledge. English shorthand 80 wpm preferable. Typing speed skill test will be undertaken. Language to be known - English , Hindi & Marathi. Minimum 1 year experience in relevant field is mandatory. Will have to work in shift duties including night shifts, Sundays and Holidays.

AGE : Up to 30 Years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹ 24,700/- p.m. to ₹ 35,000/- p.m.

DURATION: 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Wednesday, 26th June, 2024 at 3rd floor, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, ORIGINAL and Self Attested copies of qualification certificates and experience certificates.

Reporting Time: 10:00 a.m. to 10:30 a.m.

Sd/-
Supervisor