

Advt- OS-A/88/2025

23.04.2025

WALK- IN – INTERVIEW FOR
Assistant Administrative Officer
(On contract Basis through
A-1 Facility & Property Managers Pvt. Ltd.)

An outsourced Contractor for Manpower Services, looking for Assistant Administrative Officer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION: MBA in any stream from recognized university. Minimum 05 years of full time managerial level experience. Experience in Estate Management will be preferable.

CONSOLIDATED SALARY: ₹ 30,000/- p.m. to ₹ 40,000/- p.m.

Age: upto 30 years (may be relaxed on experience basis)

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 5th May, 2025 at Meeting Room-306, 3rd Floor, Paymaster 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 mark sheet, certificates and experience certificates.

REPORTING TIME: 10:00 a.m. to 10:30 a.m.

Sd/-
Supervisor