

Advt- OS-A/99/2025

07.05.2025

WALK- IN – INTERVIEW FOR
Secretary cum Coordinator
(On contract Basis through
A1 Facility and Property Managers Pvt. Ltd.)

An outsourced Contractor for Manpower Services, looking for Secretary cum Coordinator 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, English shorthand 80 wpm, typing speed skill test will be undertaken. Candidate must have computer knowledge. 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: ₹ 25,510/- p.m. to ₹ 35,000/- p.m.

DURATION: 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 23rd May, 2025 at Meeting Room-1, 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