

**WALK- IN – INTERVIEW FOR**  
**Administrative Assistant (Multi-Skilled)**  
**(Academics)**

**(On contract Basis through A-1 Facility and Property Managers 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 & EXPERIENCE:** Minimum Graduate in any discipline from a recognized University, at least 01 years of professional experience in any working organization in Academics Department or HR Department of the Institute (Mandatory).

**Desirable :**

- Experience of handling International Fellowship Training and Liaisoning with NMC/ University. Person will be liable to work in any of the outreach centers to setup the Academic Departments and Administration. The person should have good knowledge of Information, Communications & Technology and independently correspond with various regulatory medical bodies. Preference will be given to the professionals who have worked in any apex oncology setups.
- Experience in handling reports pertaining to Academics, knowledge pertaining to Admissions, University enrollments, and processes of the National Medical Council of India, Basic knowledge of Technical Boards, Nursing Councils across the country is essential.

**Knowledge:**

- A good working knowledge and skills of Microsoft applications (Word, Access, Excel, PowerPoint and Outlook), including a good understanding and practical experience of using databases, spreadsheets, and the Internet. Noting and Drafting letters / emails.

**Skills :**

- Excellent written and verbal communication skills.
- Ability to use Internet to research for materials.
- Planning, prioritization and time management skills.
- Excellent logistical skills – making arrangements for travel, complex diary management.
- Excellent interpersonal skills, dealing with people at senior levels professionally and with appropriate confidentiality. Excellent interpersonal skills, dealing with people at senior levels professionally and with appropriate confidentiality.

**AGE:** Up to 30 Years (may be relaxed on basis of working experience).

**CONSOLIDATED SALARY:** ₹ 25,510/- p.m. to ₹ 35,000/- p.m. (on the basis of experience over and above the specified eligibility criteria)

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

Candidates fulfilling above requirements may walk in for interview on **Thursday, 16<sup>th</sup> October, 2025 at 3<sup>rd</sup> 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 certificates and experience certificates.

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

Sd/-  
Supervisor