WALK- IN – INTERVIEW FOR Administrative Assistant (multi skilled) (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: Bachelors in paramedical technology/ life sciences from recognized university, good typing speed 30 W.P.M, Proficiency in MS Office and computer knowledge. Minimum 1 year experience is required in life sciences. Experience in doing ECG independently is desirable.

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

CONSOLIDATED SALARY: $\stackrel{?}{\sim}$ 25,510/- p.m. to $\stackrel{?}{\sim}$ 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 **Wednesday**, **10**th **December 2025**, **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