

Advt- OS-A/12/2026

13.01.2026

**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:** Graduate in any stream from recognized university, good typing speed, Proficiency in MS Office and computer knowledge. Minimum 1 year experience in Administration, Billing, Medical Administration, accounts department. Will have to work in shift duties including night shifts, Sundays and Holidays.

**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 **Friday, 23<sup>rd</sup> January, 2026 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