

Advt- OS-A/75/2026

22.05.2026

**WALK- IN – INTERVIEW FOR**  
**Insurance Supervisor**  
**(On Outsourced Contract Basis**  
**A-1 Facility and Property Managers Pvt. Ltd.)**

An Outsourced Contractor for Manpower Services, looking for Insurance Supervisor to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

**JOB SUMMARY:** The candidate should be able to handle overall supervision of insurance cell operations including financial counselling and guidance for beneficiaries. Responsibilities include verifying insurance policies, Liaison with insurer/ TPAs, Monitoring claim approvals, denials, and escalations. Additionally, coordination with accounts, IT, medical records and clinical dept. as well as weekly updates on the status of claim.

**ELIGIBILITY CRITERIA:** B.com/M.Com/MBA (Finance)/MHA with minimum 01 Year experience in handling cashless insurance in at least a 100-bedded hospital.

**AGE:** Up to 40 Years (may be relaxed on experience basis)

**CONSOLIDATED SALARY:** ₹ 35,000 to 50,000/- p.m. (on the basis of experience over and above the specified eligibility criteria)

**DURATION:** 1 Year (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Thursday, 11<sup>th</sup> June, 2026 at Meeting Room-306, 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