

Advt- OS-A/74/2026

22.05.2026

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

An Outsourced Contractor for Manpower Services, looking for Claim 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 activities of credit and claims cell for beneficiaries of Health Insurance, Government Schemes, etc. which will include conducting the activities such as enrollment, pre-authorizations, claim submission, query handling, reconciliation etc.

The candidate shall have strong leadership and organizational skills, excellent communication and interpersonal abilities, proficiency in data analysis, reporting, and process optimization. The candidate should be working with timelines as demanded by the Government Healthcare schemes.

The candidate shall also have good understanding of healthcare policies and government healthcare schemes, particularly MJPJAY and ABPMJAY.

**Eligibility Criteria:** Any Graduate with minimum one years' of experience. MBA / MHA or equivalent degree in any field shall be preferable. Prior experience working with government healthcare schemes compulsory.

**AGE:** Up to 35 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:** 6 months (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