

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

An outsourced Contractor for Manpower Services, looking for “Administrative Assistant” to be placed on contract at Tata Memorial Centre- CCE-ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION & EXPERIENCE: Any Graduate from recognized university, Good typing speed, computer knowledge. Minimum 1-year experience.

CONSOLIDATED SALARY: ₹. 26,210/- to 35,000/- p.m.

DURATION: Six months and to be extendable as per requirement

JOB LOCATION: Centre for Cancer Epidemiology (CCE), ACTREC, Kharghar

AGE LIMIT: - Up to 35 years (may be relaxed on experience basis)

Candidates fulfilling above requirements may walk in for interview on **24th August, 2026 at Room No. 205, 2nd floor, CCE, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 02.00 p.m. to 02.30 p.m.

Sd/-
Supervisor