

No. Advt- PWNT/08/2018

10.12.2018

WALK- IN – INTERVIEW FOR
Administrative Assistant (Multi Skilled)
(On contract Basis- Primeone Workforce Pvt. Ltd.)

M/s. Primeone Workforce Pvt. Ltd. is a 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 :

Administrative Assistant (Multi Skilled) (4 Post)

ESSENTIAL QUALIFICATION: Any Graduates from recognized university, good typing speed and computer knowledge.

EXPERIENCE: Minimum 1 year experience.

Age : 21-30 years (Relaxable in case of Candidates with Master Degree)

CONSOLIDATED SALARY: ₹ 17,000 to 25,000/- p.m.

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 14th December, 2018 at PS-334 (Administrative Meeting Room), 3rd floor Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 10.00 a.m. to 10.30 a.m.

Sd/-
Supervisor