

No. Advt – PWT/ 1295/ 2021

10.03.2021

WALK- IN INTERVIEW FOR
ADMINISTRATIVE ASSISTANT (Multi Skilled)

(Tuesday, 16th March, 2021)

(On Contract Basis – Primeone Workforce Pvt. Ltd.)

M/s. Primeone Workforce Pvt. Ltd. is a Contractor for Manpower Services, looking for Administrative Assistant to be placed on contract at Tata Memorial Centre- ACTREC, CCE , Kharghar, Navi Mumbai-410 210 detailed as below :

Sr. No.	Post, Pay range	Norms	No. of Post
1	Administrative Assistant Salary Rs. 15,000/- to Rs.25,000/- per month	Any Graduate from recognized university, Having sound knowledge of computer operation. Good typing speed. 1-2 years of working experience in Purchase / Administration Dept. is desirable.	01

DURATION: Six months and may be extendable.

Eligible Candidates may attend the walk in interview along with Bio-data, Original Certificate, Photo, Pan Card etc. with Xerox copies on **16.03.2021** at 10.30 a.m. at Room No. 205, 2nd floor, Centre for Cancer Epidemiology, Advanced Centre For Treatment, Research & Education In Cancer, sector 22, Kharghar, Navi Mumbai-410 210

Reporting Time: 10.00 a.m. to 11.00 a.m.

Sd/-
Supervisor