

Advt- OS-A/35/2022

09.05.2022

**WALK- IN – INTERVIEW FOR**  
**Secretary cum Coordinator**  
**(On contract Basis - on Outsourced Contract)**

An outsourced Contractor for Manpower Services, looking for Secretary cum Coordinator to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

**ESSENTIAL QUALIFICATION:** Graduate in any stream from recognized university, Graduate in commerce is preferable. Candidate must have good communication skill in English, Marathi and Hindi (written and verbal). Candidate must be proficient in use of computers including word, Excel, PowerPoint and Tally. Experience and knowledge of banking, accounts related work is essential. Knowledge about Income tax return filing and English shorthand speed 80 wpm is preferable.

**Age:** 21-30 years

**CONSOLIDATED SALARY:** ₹ 20,300 to 25,000/- p.m.

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Wednesday, 18<sup>th</sup> May, 2022 at 3<sup>rd</sup> floor, Khanolkar 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