

Advt- OS-A/34/2023

28.03.2023

WALK- IN – INTERVIEW FOR
HRD Coordinator
(On Outsourced Contract Basis)

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

ESSENTIAL QUALIFICATION & EXPERIENCE: Master's degree/ Diploma in HR or Hospital and Quality Management from recognized university. Preference will be given to the candidate having minimum 1 year experience in HR with proficiency in computers and good communication skill. Candidate should be well versed in drafting letters, coordination with employees.

AGE : Up to 30 years (relaxable considering qualification & experience)

CONSOLIDATED SALARY: ₹ 24,500/- P.M. and above as per experience

DURATION: 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **31st March, 2023 at 3rd floor, Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates.

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

Sd/-
Supervisor