

WALK- IN – INTERVIEW FOR
Administrative Assistant (Multi skilled)
(On contract Basis through
Principle Security & Allied Services Pvt. Ltd.)

An outsourced 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 :

ESSENTIAL QUALIFICATION: Graduate in any stream from recognized university, good typing speed and computer knowledge. Will have to work in shift duties including night shifts, Sundays and Holidays.

Minimum 1 years' experience in any of the relevant field given below is mandatory.

- a) Accountancy
- b) HR
- C) Front Office

Preference will be given to candidates familiar with Accounts/ Medical Admin (Front Office)/ HR rules as well as knowhow of all latest software applications.

Age: 21-28 years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹ 22,600/- p.m. to ₹ 25000/- p.m.

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 02nd June, 2023 at 2rd floor, Asha Nivas, 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