

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) HR

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

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

CONSOLIDATED SALARY: ₹ 23,800/- p.m. to ₹ 35,000/- p.m.

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 04th December, 2023 at 3rd floor, Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested Xerox copies of all Mark sheet & Experience certificates.

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

Sd/-
Supervisor