

WALK- IN – INTERVIEW FOR
Administrative Assistant (multi skilled)
(On contract Basis through
A-1 Facility and Property Managers 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 & EXPERIENCE: Graduate in any stream from recognized university, good typing speed, Proficiency in MS Office and computer knowledge. Minimum 1 year experience in Administration, HR, Billing, Medical Administration, Outsource department. Candidate must have experience in handling recruitment, manpower billing, monthly attendance record, etc. Will have to work in shift duties including night shifts, Sundays and Holidays.

AGE: Up to 30 Years (may be relaxed on basis of working experience)

CONSOLIDATED SALARY: ₹ 25,510/- p.m. to ₹ 35,000/- p.m. (on the basis of experience over and above the specified eligibility criteria)

DURATION: 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Wednesday, 20th August, 2025 at 3rd floor, Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, ORIGINAL and Self Attested copies of qualification certificates and experience certificates.

Reporting Time: 10:00 a.m. to 10:30 a.m.

Sd/-
Supervisor