Advt- OS-A/131/2026 29.10.2026

WALK- IN – INTERVIEW FOR
Administrative Assistant (multi skilled)
Clinical Academics
(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, HRD. 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: ₹ 26,630/- 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 **20th November 2026 at Meeting Room-1, 3rd floor, Khanolkar 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