

Advt- OS-A/28/2022

06.04.2022

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

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 :

**HRD Coordinator**

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

**Age:** upto 30 years

**CONSOLIDATED SALARY:** ₹ 22,000 /- p.m. and above as per experience

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 22<sup>nd</sup> April, 2022 at 3<sup>rd</sup> floor, Meeting Room-II, Khanolkar Shodhika, 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