

Advt- OS-A/43/2022

02.06.2022

WALK- IN – INTERVIEW FOR
Secretarial cum Project Manager
(On Outsourced Contract Basis)

An Outsourced Contractor for Manpower Services, looking for Secretarial cum Project Manager to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Graduate / Post graduate degree with knowhow of Secretarial Assistance for more than 15 years' experience in administering patient affairs, handling of patient queries and facilitating patient services.

Age : 45-55 years

CONSOLIDATED SALARY: ₹ 45,000 /- p.m. and above as per experience

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 6th June, 2022 at 3rd 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: 01.00 p.m. to 1.30 p.m.

Sd/-
Supervisor