

M/s. A-1 FACILITY AND PROPERTY MANAGERS PVT.LTD

MUMBAI

APPLICATIONS ARE INVITED FOR THE POST OF

SR. ADMINISTRATIVE ASSISTANT (HR)

on Contract basis (initially for a period of one year) for our client

TATA MEMORIAL HOSPITAL

located at **PAREL, MUMBAI.**

Qualification: Graduate in any stream with minimum 5 years of relevant experience in Human Resource Department, or MBA in HR with minimum 2 years of relevant experience.

Experience: The candidate should be well versed with HR policies and procedures, recruitment , data management and handling other HR related tasks. Candidates with expertise in use of MS Excel along with excellent written and verbal communication skills will be preferred.

Remuneration: Between Rs. 30,000/- to Rs. 35,000/- per month

Job Location: Tata Memorial Hospital, Dr. Ernest Borges Road, Parel, Mumbai – 400012.

GENERAL CONDITIONS:

Last date of online application is 22.07.2025.

To apply, click on the link: https://tmc.gov.in/Temp/frm_Registration.aspx

- a) No hard copy of the application will be accepted. Applications received after due date will not be considered.

- b) Candidates will be screened based on the information provided by them in their Application form. Incomplete applications will be summarily rejected.
- c) The applicant must possess a valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only.
- d) Candidates who would be called for Interview and Skill Test are required to **carry their updated Resume, original documents along with one set of copy** in support of the details furnished in the Application Form regarding Date of Birth, Educational Qualifications, Experience, Aadhaar card, PAN card, etc., failing which such applicants will not be allowed to appear for the interview.

All outstation candidates are required to make a note that accommodation will not be provided.

(We, M/s. A-1 Facility and Property Managers Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)

Supervisor

M/s. A-1 Facility and Property Managers Pvt. Ltd.