

**WALK- IN – INTERVIEW FOR**  
**Call-Coordinator Supervisor**  
**(On contract Basis through**  
**Principle Security & Allied Services Pvt. Ltd.)**

An outsourced Contractor for Manpower Services, looking for Call-Coordinator Supervisor to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

**ESSENTIAL QUALIFICATION & EXPERIENCE:** Graduate in any field from recognised university. Candidate should have computer knowledge, MS Word, Excel. Candidate should have minimum 1 year relevant experience in a reputed Institute/Hospital. He should impart training, education to the present manpower pool i.e. telephone operator's and front office. Well versed in 3 different languages (English, Marathi and Hindi) for communication skills. He should be able to handle independently contract telephone operator's and train them to attain fluency in English language and upgrade their communication skill.

**AGE :** Up to 35 Years (may be relaxed on experience basis)

**CONSOLIDATED SALARY:** ₹ 24,700/- p.m. to ₹35,000/- p.m.

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

Candidates fulfilling above requirements may walk in for interview on **Monday, 30<sup>th</sup> September, 2024 at 3<sup>rd</sup> 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 mark sheet, certificates and experience certificates.

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

Sd/-  
Supervisor