

Advt- OS-A/76/2026

22.05.2026

WALK- IN – INTERVIEW FOR
Insurance Assistant
(On Outsourced Contract Basis
A-1 Facility and Property Managers Pvt. Ltd.)

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

Job Summary: The candidate should be able to handle pre-authorizations, discharge update, claim submission, follow up under supervision of Insurance supervisor etc. The candidate should be able to coordinate with patients and departments. The candidate should be able to handle Data Entry, Documentation, follow-up, Record Maintenance and Reporting etc.

Eligibility Criteria: B.com from recognized university. B.Sc. (Statistics) is preferred. Experience in handling cashless insurance is preferable.

AGE: Up to 30 Years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹ 25,000 to 30,000/- 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 **Wednesday, 10th June, 2026 at Meeting Room-306, 3rd 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 certificates and experience certificates.

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

Sd/-
Supervisor