

**Andhra Pradesh Urban Infrastructure Asset Management Limited**

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013

Website : www.apurban.com

## MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM

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| **S.No.** | **Particulars** | **Description** |
| **1** | **Position** | HR |
| **2** | **No. of Position** | 01 (one) |
| **3** | **Grade / Designation** | Senior Officer / AM |
| **4** | **Mode (Full Time/****Part Time)** | Full Time |
| **5** | **Academic / Professional Qualifications:** | MBA (HR) from any reputed institute |
| **6** | **Post qualification experience (specific requirement)** | Minimum 2 to 8 years’ experience |
| **7** | **Reporting to** | Head – HR & Admin |
| **8** | **Job Description** | Assist in all HR related activities, viz. :* Day to day operations of HR functions (recruitment / joining-exit formalities etc.)
* All compliances (S&E, PF, PT, Gratuity, Superannuation)
* Training & personality development
* Process documentation and prepare reports relating to personnel activities
* Coordinate HR projects (meetings, training, surveys etc)
* All other HR Department related activities
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| **9** | **Other expectations** | Late working depending on urgency of work to be done / meeting delivery timelines & travelling on need basis |
| **10** | **Gender specific, if any** | Neutral |
| **11** | **Location** | Vijayawada |
| **12** | **Any other point, you would like to mention** | Corporate working experienceGood communication skillsCommand over MS office (word, excel, PowerPoint)Proficiency in Telugu is preferred |

**Note:**

Apply for the above said position through Standard CV Format (to download [Click here](https://apurban.com/assets/images/documents/Standard-CV-format-APUIAML.docx)) along with detailed CV and send at : [jobs@apurban.in](https://apurban.com/jobs%40apurban.in) (properly mention position name in subject line)