



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

UNDER Development of Secondary Food Processing Clusters in Andhra Pradesh

S. No.	Particulars	Description
1	Position	Admin Assistant for site office
2	No. of Position	1 (One)
3	Proposed Grade	Officer / SO
4	Mode (Full Time/ Part Time)	Full time
5	Academic / Professional Qualifications	Any Masters Degree (preferably MBA)
6	Post qualification experience (specific requirement)	Minimum 5 years of experience in office management
7	Reporting to	Division Head – Urban Infra Development
8	Scope of Work (If taking for more than a project, then write Project wise SoW)	<ul style="list-style-type: none">• Managing the office at Pulivendula Site Office• Maintenance of site expenditure statements• Interaction with Head office for compliance purpose• Supporting the team for execution of Model Town Project• Any other activity as per requirement of the project
9	Skill requirement a) Major b) Minor	a) Office administration experience b) Preparation of letters Familiarity with word, excel, power point etc
10	Gender specific, if any	Neutral
11	Location	Pulivendula
12	Any other point, you would like to mention	Flexible timings / late working, meeting delivery timelines & travelling on need basis