

Andhra Pradesh Urban Infrastructure Asset Management Limited

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013 Website: [www.apurban.com](http://www.apurban.com/)

MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM

(For Pulivendula Project)

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Project Associate - Admin |
| **2** | **No. of Position** | 1 |
| **3** | **Proposed Grade** | Officer / SO |
| **4** | **Mode (Full Time/****Part Time)** | Full Time |
| **5** | **Academic / Professional Qualifications** | Any Degree (preferably MBA) |
| **6** | **Post qualification****experience (specific requirement)** | Minimum 5 years of experience in office management |
| **7** | **Reporting to** | Domain Head- Urban Infra Development |
| **8** | **Salary / Fee range** | Match with best in Industry |
| **9** | **Scope of Work** **(If taking for more than a project, then write Project wise SoW)** | * 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
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| **10** | **Skill requirement**1. **Major**
2. **Minor**
 | 1. Office administration experience
2. Preparation of letters

Familiarity with word, excel, powerpoint etc |
| **11** | **Gender specific, if any** | Neutral |
| **12** | **Location** | Pulivendula (Andhra Pradesh) |
| **13** | **Any other point, you would like to mention** |  - |