



Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block, Pt.Nehru Bus Station, Vijayawada - 520013
Website: www.apurban.com

MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM

S. No.	Particulars	Description
1	Position	Executive Assistant to CEO
2	No. of Position	01 (one)
3	Proposed Grade	Manager
4	Mode (Full Time/ Part Time)	Full Time
5	Academic / Professional Qualifications	Bachelor's degree in Engineering with MBA Finance / Infra / Marketing
6	Post qualification experience (specific requirement)	Five to Ten years of experience supporting C-Level Executives
7	Reporting to	CEO
8	Salary / Fee range	at par with qualification and industry standards
9	Scope of Work (If taking for more than a project, then write Project wise SoW)	<ul style="list-style-type: none">• Provides executive support in a one-on-one working relationship.• Serves as the primary POC for internal and external stakeholders on direct official matters.• Organizes and coordinates executive outreach and external relationship efforts.• For smooth communication between the CEOs office and internal departments.• Works closely to keep CEO informed of upcoming commitments and responsibilities, following up appropriately.• Provides leadership to build relationships crucial to the success of the organization.• Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.• Participates as an adjunct member of the Executive Team assisting in scheduling meetings.• Assists in coordinating agenda of senior management team and staff meetings.• Works with the Strategic Initiatives team in coordinating the CEO's outreach activities• Prepare analytical notes on various subjects to enable informed decision making.• Carries out field visits/assignments as required from time to time.• - Plans, coordinates and ensures the CEO's schedule is followed.• Communicates directly, and on behalf of the CEO on the guidelines of CEO• Facilitates Communications, Partnerships, and Outreach• Do Desk Researches, prioritize, and follows up on issues and concerns addressed to the CEO• To perform any other role and responsibilities as assigned from time to time

10	Skill requirement a) Major b) Minor	Team player with strong interpersonal & communication Solution oriented approach with ability to maintain discretion & confidentiality Analytical & Communication Skills Social media and also in media web platforms, analytical tools and financial modelling Good Typing Speed
11	Gender specific, if any	Neutral
12	Location	Vijayawada
13	Any other point, you would like to mention	Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat