



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

S.No.	Particulars	Description
1	Position	HR
2	No. of Position	02 (two)
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	Salary / Fee range	As per Market rate (depending upon qualification and experience)
9	Job Description	Assist in all HR related activities, viz. : <ul style="list-style-type: none">• 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
10	Other expectations	Late working depending on urgency of work to be done / meeting delivery timelines & travelling on need basis
11	Gender specific, if any	Neutral
12	Location	Vijayawada
13	Any other point, you would like to mention	Good communication skills Command over MS office (word, excel, PowerPoint) Proficiency in Telugu is preferred