



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	Senior Officer - Admin
2	No. of Position	Four (one for each Project Site)
3	Grade	Senior Officer
4	Mode (Consultant / Employee)	Consultant
5	Post qualification experience (specific requirement)	Minimum 5-7 years of experience in Administration related and all the documentation works in Construction Industry,
6	Reporting to	Project Manager
7	Salary / Fee range	As per Market Rate (depending upon qualification and experience)
8	Job Description	<ul style="list-style-type: none">• Hands on Experience with MS Office & Excel.• Proficient typing & editing skills.• Reviewing & updating technical documents.• Copy, scan and store documents.• Basic Knowledge of labour and corporate law.• Manage the flow of documents within the organization.• File documents in physical and digital records.• Accounts & Petty cash management.• Other project related activities under the guidance of Project Manager
9	Academic / Professional Qualifications:	M.Com/M.A/B.Com/B.A/B.Sc/Any other graduate
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 on Competitive
12	Location	One at each site in Andhra Pradesh State, i.e. Juvvaladinne, Nizampatnam, Machilipatnam & Uppada
13	Any other point, you would like to mention	Preferably resident of AP State. Telugu Language is mandatory.