

Andhra Pradesh Urban Infrastructure Asset Management Limited

4th Floor, NTR Administrative Block, Pt.Nehru Bus Station, Vijayawada - 520013

Website: [www.apurban.com](http://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)** | * 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**1. **Major**
2. **Minor**
 | Team player with strong interpersonal & communicationSolution oriented approach with ability to maintain discretion & confidentialityAnalytical & Communication SkillsSocial media and also in media web platforms, analytical tools and financial modellingGood 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 |