

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

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| **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 & 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 |