

Terms of Reference

About Andhra Pradesh Medtech Zone (AMTZ)

Andhra Pradesh MedTech Zone (AMTZ) is India's premier medical technology manufacturing cluster and one of the world's largest MedTech ecosystems, housing **180+ companies** engaged in the research, development, and manufacturing of life-saving medical devices. Built in a record **342 days**, AMTZ offers world-class common manufacturing and scientific facilities, including advanced testing laboratories, 3D printing, laser, biomaterial, and irradiation centers. During the COVID-19 pandemic, AMTZ played a critical national role by producing **100+ ventilators, 500 oxygen concentrators, and 1 million RT-PCR kits per day**, while also deploying innovative solutions such as mobile hospitals, RT-PCR vehicles, and oxygen plants to strengthen healthcare delivery across India

Company Website :

<https://www.amtz.in/>

<https://kiht.in/>

<http://biovalley-amtz.in/>

<https://medivalley-aic.in/>

Job Title

Associate – HR

Key Responsibilities

1. Assist in maintaining accurate and up-to-date human resource files, records, and documentation.
2. Support the HR Department in day-to-day administrative and operational activities.
3. Assist in end-to-end recruitment activities, including sourcing coordination, interview scheduling, onboarding, and employee documentation.
4. Coordinate and arrange interviews, HR meetings, management reviews, and inter-departmental meetings.
5. Prepare HR reports, dashboards, and presentations related to recruitment, manpower, employee data, attrition, and other HR metrics as required by the CHRO and management.
6. Maintain interview schedules, recruitment trackers, meeting calendars, and follow-up actions to ensure timely execution of HR activities.
7. Coordinate with internal departments and external stakeholders to schedule meetings, interviews, and HR-related events, ensuring seamless communication.
8. Prepare meeting agendas, record minutes of meetings (MoM), track action items, and follow up on pending tasks assigned by the CHRO.
9. Assist in preparing HR-related correspondence, letters, presentations, and official documents.

10. Ensure proper maintenance of HR databases, MIS reports, and employee records while maintaining confidentiality.
11. 12.Undertake any other assignments and responsibilities as assigned from time to time by the CHRO or the HR Department.

Qualification & Experience

1. Qualification: Any Bachelor's/ Master's degree in HR/ MBA (HRM).
2. Experience: Minimum 01 - 02 years of experience in the relevant field.
3. Technical Skill Set experience in the field of Human Resources.
4. Domain expertise Knowledge in recruitment & HR Policies will be given preference.
5. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
6. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
7. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
8. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
10. Willingness to Travel.
11. Age up to 25 years