

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:

<http://amtz.in/>

<http://kiht.in/>

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

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

Job Title

Associate-Front Desk

Key Responsibilities:

1. Manage the front desk and serve as the primary point of contact for visitors, candidates, vendors, and employees.
2. Welcome visitors, maintain visitor logs, issue visitor passes, and coordinate with concerned departments.
3. Handle incoming calls, emails, courier services, and official correspondence professionally.
4. Assist in administrative activities, including documentation, report preparation, and data management.
5. Coordinate meeting room bookings, travel arrangements, and visitor hospitality.
6. Support employee engagement activities, training programs, HR events, and departmental initiatives.

Qualification & Experience

1. Qualification: Any graduate or Post Graduate
2. Experience: Minimum 2-4 yrs of experience in the relevant field.
3. Technical Skill Set experience in the respective field.
4. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
8. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
9. Willingness to Travel.
10. Age up to 25 years.