

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 – Travel Desk

Key Responsibilities

1. Assist in the planning, coordination and execution of domestic and international travel arrangements for employees, consultants and guests of the organization.
2. Support in booking flights, accommodation, local transportation, and visa assistance in line with travel policies and budget constraints.
3. Maintain updated travel records, itineraries, and ensure all related documentation is complete and accessible.
4. Coordinate with external vendors such as travel agents, hotels, and transport providers to ensure smooth execution of travel plans.
5. Assist in preparing travel-related reports, cost summaries, and reconciliation of bills in coordination with the finance department.
6. Communicate proactively with travelers regarding travel plans, schedule changes, approvals, and documentation requirements.
7. Support in maintaining travel policies, suggesting improvements, and ensuring compliance
8. Respond promptly to urgent travel requirements and changes, ensuring minimal disruption to official plans.
9. Assist with additional administrative tasks related to employee movement, joining formalities and logistics when required.

Qualification & Experience

Qualification: Graduate or Post Graduate

1. Experience: Minimum **2-4** Years of experience in the relevant field.
2. Technical Skill Set experience in the respective field.
3. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
5. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
6. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
7. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
8. Willingness to Travel.
9. Age up to **35** years.