

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

Consultant-IBSS

1. Communicate with industries, hospitals, manufacturing units and organizations to schedule visits and logistics
2. Coordinate with students, faculty and staff regarding visit schedules, guidelines and documentation
3. Handle administrative tasks related to industrial visits, including permissions, approvals and correspondence.
4. Maintain accurate records of industrial visits, participants details, feedback and any other reports related documentation such as permission letters, schedule, reports and certificates
5. Support department activities and assist in coordination of training, programs, or events when required Prepare visit
6. Any other relevant tasks that may be assigned from time to time
7. Maintain, records, files, databases and official documentation of IBSC society
8. Plan, organize and coordinate industrial visits collaboration with academic terms and industry partners.

Qualification & Experience

1. **Qualification:** HR MBA
2. **Experience:** Minimum 3-5 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 35 years.