

EMPLOYMENT NOTIFICATION No.05/2019

Andhra Pradesh Capital Region Development Authority: Vijayawada

Lenin Centre, Governor pet, Vijayawada-520 002

Phone:0866-2571272, Fax: 0866-2577357

Email: [recruitment @apcrda.org](mailto:recruitment@apcrda.org) Website: www.crda.ap.gov.in

Rc. No. CRDA-HR/4250/2018, Dt.10.01.2019

Notification is hereby issued for the following positions in Happy Nest Project of APCRDA, Vijayawada on Contract basis. Online applications are invited from the eligible candidates to work on Contract basis for a period of One year.

Post name	No. of posts	Education Qualification and Relevant Exp.in years
Project Manager	01	<ul style="list-style-type: none">• Post-graduation in Management or Real Estate or equivalent• 10 years of experience in marketing & customer relations of Residential Real Estate Projects
CRM Manager	01	<ul style="list-style-type: none">• Post-Graduation in Marketing management or equivalent• 07 years of experience in marketing and sales or residential real estate projects
Legal Manager	01	<ul style="list-style-type: none">• Post-Graduation in Law• 07 years of experience in real estate matters, through understanding of Acts, Rules of real estate like RERA, APRERA etc.,
Executive, CRM	12	<ul style="list-style-type: none">• Graduation in Marketing/Finance• 05 years of experience in handling customer relationships of residential real estate projects, Good written and verbal communication skills including Telugu
Office Manager	01	<ul style="list-style-type: none">• Any Degree• 07 years' experience in office management• Good Communication and drafting skills in Telugu and English
Office Assistant	01	<ul style="list-style-type: none">• Any Degree• 3 years of experience in office management• Good drafting skills in Telugu and English

Online application is available in the website www.crda.ap.gov.in in careers tab and can be submitted from 15.01.2019 to 27.01.2019.

For Further details and competencies required please visit the website www.crda.ap.gov.in

Sd/- Commissioner,
APCRDA, Vijayawada.

Date: 10.01.2019

Place: Vijayawada.

JOB DESCRIPTION FOR VARIOUS POSTS UNDER AMARAVATI HAPPY NEST PROJECT

SUMMARY: Andhra Pradesh Capital Region Development Authority is established for the purpose of Planning, Co-ordination, Execution, Supervision, Financing, Funding and for Promoting and securing the Planned Development of the Capital Region and Capital City Area for the State of Andhra Pradesh.

APCARDA has taken up development of affordable housing project “Happy Nest” for the common public in Amaravati with an objective to kick-start residential activity in Amaravati. APCRDA undertook Happy Nest Project with 1200 residential units in Nelapadu site in an extent of 14.46 acres. APCRDA opened the bookings for sale of individual Flats for 1200 Units, only through online process, on 9th Nov, 2018 and 10th Dec, 2018. Happy Nest Project is a self-sustainable commercial project and implemented by APCRDA.

Post name	No. of posts	Education Qualification and Relevant Exp.in years	Roles/Tasks to be performed
Project Manager	01	<ul style="list-style-type: none"> • Post-graduation in Management or Real Estate or equivalent • 10 years of experience in marketing & customer relations of Residential Real Estate Projects 	<ul style="list-style-type: none"> • Supports Project Lead/Director in all CRM including necessary internal/ external Approvals, Marketing, Sales, etc., • liaison with necessary stake holders
CRM Manager	01	<ul style="list-style-type: none"> • Post-Graduation in Marketing management or equivalent • 07 years of experience in marketing and sales or residential real estate projects 	<ul style="list-style-type: none"> • Overall responsible for residential transaction implementation, process standardization including marketing, sales and customer relationship management till key handover. • Responsible for performance of Sales &Marketing teams
Legal Manager	01	<ul style="list-style-type: none"> • Post-Graduation in Law • 07 years of experience in real estate matters. • through understanding of Acts, Rules of real estate like RERA, APRERA etc., 	<ul style="list-style-type: none"> • Overall responsible for preparation of agreements, deeds, attend to legal issues, attend to court cases etc.,
Executive, CRM	12	<ul style="list-style-type: none"> • Graduation in Marketing/Finance • 05 years of experience in handling customer relationships of residential real estate projects. 	<ul style="list-style-type: none"> • Report to Head, CRM; Follow-ups and execution of documentation processes with Customers; • Follow-ups on payments from Customers; • Co-ordinate between Banks and Customers for Housing loans, payments, etc. till key handover • Good written and verbal communication skills including Telugu.
Office Manager	01	<ul style="list-style-type: none"> • Any Degree • 07 years’ experience in office management 	<ul style="list-style-type: none"> • Good Communication and drafting skills in Telugu and English
Office Assistant	01	<ul style="list-style-type: none"> • Any Degree • 3 years of experience in office management 	<ul style="list-style-type: none"> • Good drafting skills in Telugu and English

Duration of the Contract: Up to the completion of the development of Happy Nest Project with renewals on yearly basis.

Salary: Negotiable

Date of Joining: Immediate Joining

Location: Vijayawada