



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, R.K Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

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| Position | Assistant – IV (Logistics In-charge) |
| Qualification | Graduate in any discipline |
| Experience | Minimum 5 years of experience in Warehousing / Logistics |
| Number of positions | 01 (on contract, initially for a period of 2 years) |
| Location | Guwahati |

SALARY: Approximately Rs. 3.20 lakhs per annum (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE: Age should not be more than **40 years** as on 1st September 2021.

MAIN PURPOSE: (captures essence of the job in brief)

MAIN RESPONSIBILITIES:

- a. Milk & Product Dispatch operations.
- b. Distribution vehicle management.
- c. Crate Management (Recon & Hygiene).
- d. Liaison with LMP, Security Personal, Manpower supplier etc.
- e. Damage Product Replacement.
- f. Sales / Delivery Order execution.
- g. Fuel allocation to in-house vehicles.
- h. Co-ordinate with vendors for timely arrival and dispatch of army supplies.
- i. Bill processing of hired vehicles.
- j. Wastage / Pilferage control.
- k. Set systems and processes to improve dispatch functions (equipment's, trolleys, wash basins, markings, bin cards, lightings etc).
- l. Maintain rooster of manpower, (specifically during festivals and occasions).

JOB SPECIFICATIONS:

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| Skills/ Attributes: Technical | Project management, Technical understanding, Cost accounting skills, Ability to understand financial statements, understanding of e-business / e-procurement systems, Troubleshooting, problem solving, Business ethics. |
| Skills/ Attributes: Managerial | Forward Thinking, Strong Numerical and Analytical Skills, Extensive Industry Knowledge, Team player, Keen attention to detail, Sound Decision-making, Adaptability, Accountability. |
| Computer Skills | MS Office (Excel, Word) & ERP operations |