



WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant-I (Billing –Marketing & Sales)
Qualification	Bachelor's degree in any stream from a recognized institute / University with minimum 6 Months/ 1 Year of Computer Literacy Diploma Certificate from recognized institute.
Experience	Minimum post qualification 1-year full time experience in any organization with a working knowledge in Computer Applications such as CRM, ERP, Internet based applications, MS Word, MS Excel, Power Points etc. Relevant experience in FMCG/ Dairy shall be in added advantage.
Job Location	Guwahati.

Age: Not above **30 years as on 1st January, 2024**. However, relaxation upto 3 years may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.

Salary: CTC Rs. 3.66 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Responsibilities:

- Sales order generation, delivery note generation through ERP system.
- Generating MIS report for team from ERP generated data.
- Data entry operation.
- Bill processing of hired vehicles.
- Wastage / Pilferage control.
- Set systems and processes to improve dispatch functions
- Maintain rooster of manpower, (specifically during festivals and occasions).
- Any other responsibilities / functions deemed necessary by Executive Marketing (Logistics In-charge) / Manager Marketing in order to meet the level of the services in the organization.

Desirables:

- In depth technical knowledge of working in Computer & any software application.
- Basic understanding of sales and distribution.
- Should be efficient in Data Entry of various reports in any Computing Applications.
- Must have experience of using Internet based applications, computer hardware & software, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
- Work in shift basis (morning shift, evening shift, Night shift) – as per operational requirement.
- Work on holidays (Sundays / festivals) which will be adjusted as roaster leave on other working days.

Additional Skills:

Skills/Attributes:	<ul style="list-style-type: none">• Leading, inspiring and building trust• Creative thinking and innovation• Focusing on result• Thinking strategically• Building relationship and teamwork• Influencing and persuading• Resolving conflicts and other problems• Being adaptable
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Remuneration, payment terms and leave:

- The remuneration of the Assistant-I (Billing –Marketing & Sales) will be around Rs. 3.66 lakhs per year, depending upon experience, qualification and pay package of last assignment.
- He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.

Reporting and Performance Review:

- The Assistant-I (Billing –Marketing & Sales) will report to the Executive -Marketing (Logistics In-charge), WAMUL
- Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based.



West Assam Milk Producers' Cooperative Union Ltd. (WAMUL)

Panjabari, Guwahati

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APPLICATION FOR EMPLOYMENT

(To be filled in by the candidate in Block Letters)

Position applied for:				
Name (full name with surname):				
Date of Birth:		Age in Years & Months :		
Home town, State & Nearest railway station:				
Nationality:				
Marital Status				
Single	Married (no. of children)			
	Male		Female	
Do you belong to (please tick in appropriate column)(*)	SC	ST	OBC	None
Are you physically handicapped	Yes (provide information)			No
Present Address(for correspondence)				
Permanent Address				

Telephone number	(M)
	(R)
Email address	
Permanent Account Number (PAN) *copy of PAN Card to be attached	

Family information (to include complete details about family, including address, telephone number etc.)				
Name	Relationship with self	Age	Correspondence address	
Qualifications in Chronological order (Please attach self- attested copies of the certificates)				
Academic/Technical/ Professional Exams passed with specialization/subject	Grade/ Division	% of marks obtained	Year of Passing	Name of Institute/ University/College Board
Language proficiency (please tick(\/) in appropriate columns)		Speak	Read	Write

Experience in Chronological order (Certificates to be attached)					
From DD/MM/YR	To DD/MM/YR	Organization Name & Address	Total Duration In Year & Month	Designation	Cost to Company(C TC) Per Month
Total Experience in Years & Months :					
Details of Training course/workshops/seminars attended:					
Any medical disability? Please specify:					
Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:					
Present Yearly Salary (Please furnish proof in respect of salary details.)					
Fixed Component :			Variable Component:		
Others(please specify) :			Total CTC:		

If you have any liability with your present employer, please specify.	
If selected, joining time required/Notice Period to be served with previous Employer	
Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.	
Personal	Professional
Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders	

DECLARATION

I hereby declare that all the information and particulars given by me in this form are true and correct. I fully understand that if any of the information given above is found to be incorrect or deliberately distorted, WAMUL shall have the right to terminate my services without giving any notice.

Place:

Date:

Signature of Candidate