



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

**JOB INFORMATION:**

Position	Executive (Logistics & Institution Sales)
Qualification	Post Graduate (Preferably MBA in Marketing). Candidates not having regular Post Graduate Degree need not apply.
Experience	Minimum 5 years (Institutional sales / Logistics) – Preferably Logistics / Transportation / CSD / Army sales experience
Location	Guwahati

**Age:** Not above 35 years as on 1st January 2024. However, relaxation of 2 years may be given in case of extraordinary/ outstanding candidates with relevant experience.

**SALARY:** Gross CTC Rs. 7.97 lakh per annum (Negotiable and commensurate with qualification & experience)

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

WAMUL intends to engage Executive (Logistics & Institution Sales) on contractual basis to plan, execute and achieve sales targets as per business plan for “PURABI” brand liquid milk and milk products. Arrange capacity building for the sales team and motivate the team to deliver. All activities to be with a focus to nurture & strengthen “PURABI” as a brand.

**Job Description:**

- Logistics / Warehouse management to supply to institutions.
- Distribution vehicle management
- Crate Management system (Recon & Hygiene).
- Liaison with LMP, Security Personal, Manpower supplier etc.
- Damage Product Replacement.
- Delivery Note execution.
- Fuel allocation to in-house vehicles.
- Co-ordinate with vendors for timely arrival and dispatch of army supplies.
- Bill processing of hired vehicles.
- Wastage / Pilferage control.
- Set systems and processes to improve dispatch functions (equipment's, trolleys, wash basins, markings, bin cards, lightings etc.)
- Maintenance of cleanliness and hygiene at dispatch dock.
- Maintain roster of manpower, (specifically during festivals and occasions).
- Institutional Sales operations (Institutional Order handling, Liasioning with account, payments collection, networking with relevant stakeholders, stock flow cash receipt reconciliation etc.).
- Institutional Business Development
- (Acquisition of new accounts, volume and value growth, introduction of new products in institutions).
- Retention of accounts, activations in institutions.
- Milk & Product Dispatch operations to Institution.
- Institution sales stock flow cash flow reconciliation.
- Payment Collection for Institutional sales.

**Job Specification:**

<b>Skills/Attributes: Technical</b>	Sales Tracking, Stock-Fund Reconciliation, Handling Defence clients etc
<b>Skills/ Attributes: Social and Managerial</b>	Institutional Sales, Marketing, People Management, Logistics Management, Inter-departmental coordination, Leadership.
<b>Computer Skills:</b>	MS Office (Excel, Word) & ERP operations

**Reporting, Performance Review and Leave Terms:**

- The Executive (Logistics & Institution Sales) will report to the Group Head- Marketing, 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.
- The Executive (Logistics & Institution Sales) 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.

**Duration of assignment:**

- The contract period of the Executive (Logistics & Institution Sales) will be initially for 02 (Two) years which may be extended on satisfactory performance. However, continuity of the Executive (Logistics & Institution Sales) beyond two years will also depend upon his/her performance.



Letters)

**West Assam Milk Producers' Cooperative Union Ltd.**

**Panjabari, Guwahati**

**APPLICATION FOR EMPLOYMENT**  
(To be filled in by the candidate in Block

Paste Recent  
Photograph

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

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

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

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
<b>Total Experience in Years &amp; Months :</b>					
<b>Details of Training course/workshops/seminars attended:</b>					
<b>Any medical disability? Please specify:</b>					
<b>Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:</b>					
<b>Present Yearly Salary (Please furnish proof in respect of salary details.)</b>					
<b>Fixed Component :</b>			<b>Variable Component:</b>		
<b>Others(please specify) :</b>			<b>Total CTC:</b>		

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

#### **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**