



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

JOB INFORMATION:

Position	Assistant-I (Cattle Feed Plant)
Qualification	Minimum ITI pass in Mechanical trade/ Electrical trade/ Fitter trade
Experience	3 years' work experience in cattle feed plant/ dairy/ food industries or any processing related industries
Number of Positions	03 (on contract initially for 2 years).
Job Location	Changsari, Kamrup (R), Assam

Age: Not above **28 years as on 1st January, 2023.** However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

Salary: CTC Rs. 3.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Ensure operation of machinery and mechanical equipment by completing maintenance requirements (both planned and unplanned) on production, packaging, processing equipment, and utility systems (cooling, electrical, power, gas, or air required for operations).
- Complete work orders in a timely manner maintaining high quality standards, maintain a clean, sanitary and safe work area.
- Assemble fittings, valves, bowls, plates, disks, impeller shaft, and other parts to equipment with tools etc. to prepare for operation in relevant section.
- Perform work duties in accordance with WAMUL's standard policies and procedures.
- Follow/maintain safety norms.
- Assist in maintaining parts and supplies inventory by reporting low supply levels to reporting officer.
- Utilizing continuous improvement mindset, assist in identifying opportunities to improve processes.
- Readily available for emergency repairs in breakdown situations.
- Perform other duties as assigned by Supervisor/Group Manager.

Various sessions of Cattle Feed Plants –

- Intake (Feeding and Batching)
- Processing (Hammer mill, Pellet mill, Packing)
- Maintenance (Electrical, Fitter)

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none"> • Experience in a maintenance role within a manufacturing facility, preferably cattle feed plant, dairy or food industry. • Technical Experience: Electrical, hydraulic, pneumatic, electronic, computer • controlled equipment, PLC. • Must be able to work in a hot environment with moderate to high noise volume. • Must be willing to work flexible hours including overtime, shift duty, weekends and holidays. • Be able to effectively work in a team environment.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none"> • Delivering results under crisis by maintaining calm and tactfulness. • A willingness to learn • Interpersonal skills

Reporting, Performance Review and Leave Terms:

- The Assistant -I (Cattle Feed Plant) will report to the Executive (Cattle Feed Plant), 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 Assistant -I (Cattle Feed Plant) 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.



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



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

JOB INFORMATION:

Position	Assistant-I (Dairy)
Qualification	Minimum ITI pass in Refrigeration trade/ Electrical trade/ Fitter trade/ 2nd class Boiler license holder
Experience	2-3 year's work experience preferably in ammonia-based refrigeration system/2-3 year's work experience in dairy or food industries or any processing related industries. Fresher having qualification in relevant field may also apply.
Number of Positions	03 (on contract initially for 2 years).
Job Location	WAMUL Head Office, Guwahati

Age: Not above **28 years as on 1st January, 2023**. However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

Salary: CTC Rs. 3.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Ensure operation of machinery and mechanical equipment by completing maintenance requirements (both planned and unplanned) on production, packaging, processing equipment, and utility systems (to provide a continuous supply of heat, steam, cooling, electrical, power, gas, or air required for operations).
- Complete work orders in a timely manner maintaining high quality standards, maintain a clean, sanitary and safe work area.
- Assemble fittings, valves, bowls, plates, disks, impeller shaft, and other parts to equipment with tools etc. to prepare for operation in relevant section.
- Perform work duties in accordance with WAMUL's standard policies and procedures.
- Follow/maintain safety norms.
- Assist in maintaining parts and supplies inventory by reporting low supply levels to reporting officer.
- Utilizing continuous improvement mindset, assist in identifying opportunities to improve processes.
- Readily available for emergency repairs in breakdown situations
- Perform other duties as assigned by Supervisor/Group Manager.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none"> • Experience in a maintenance role within a manufacturing facility, preferably food and dairy industry. • Technical Experience: Electrical, hydraulic, pneumatic, electronic, computer-controlled equipment, PLC and HVAC/ Refrigeration System. • Must be able to work in a wet environment with moderate to high noise volume. • Must be willing to work flexible hours including overtime, weekends and holidays. • Be able to effectively work in a team environment.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none"> • Delivering results under crisis by maintaining calm and tactfulness. • A willingness to learn • Interpersonal skills

Reporting, Performance Review and Leave Terms:

- The Assistant -I (Dairy) will report to the Executive (Dairy), 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 Assistant -I (Dairy) 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.



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



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

JOB INFORMATION:

Position	Assistant-I (Logistics In-charge)
Qualification	Graduate in any discipline
Experience	Minimum 2 years of experience in Warehousing / Logistics
Number of Positions	01 (on contract initially for 2 years).
Job Location	WAMUL Head Office, Guwahati

Age: Not above **28 years as on 1st January, 2023**. However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

Salary: CTC Rs. 3.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Report to Logistics Executive for managing dispatch operations.
- Head the Milk & Product Dispatch operations.
- Distribution vehicle management.
- Crate Management (Recon & Hygiene).
- Liaison with LMP, Security Personal, Manpower supplier etc.
- Damage Product Replacement.
- Sales / Delivery Order 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).
- Maintain rooster of manpower, (specifically during festivals and occasions).

JOB SPECIFICATIONS:

Skills/Attributes: Technical	Stock flow management, handling refer vans, handling logistics manpower, Technical understanding, Troubleshooting, problem solving, Business ethics.
Skills/Attributes: Social and 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

Reporting, Performance Review and Leave Terms:

- The Assistant -I (Logistics In-charge) will report to the Group Head (Marketing & Sales), 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 Assistant -I (Logistics In-charge) 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.



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

Panjabari, Guwahati

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APPLICATION FOR EMPLOYMENT

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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:		

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Place:

Date:

Signature of Candidate



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

JOB INFORMATION:

Position	Assistant-I (Marketing & Sales)
Qualification	Graduate from a recognized institute/University
Experience	1 to 3 years in Sales & Distribution preferably from FMCG / Dairy products industry
Number of Positions	06 (on contract, initially for a period of 2 years).
Job Location	Upper Assam and Lower Assam

Age: Not above **28 years as on 1st January, 2023**. However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

Salary: CTC Rs. 3.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN PURPOSE: Execute the S&D strategies of the organization at the outlet level in the assigned territory. Increase distribution width and depth. Achieve targets in terms of Business volume / value.

MAIN RESPONSIBILITIES:

- Carry out daily scheduled tasks for market visit. Submission of daily market visit report (DSR) to Executive Marketing in Head Office. Preparation of such report during field visit only.
- Achieve targeted distribution parameters and escalate as per instruction.
- Responsible for growth of business volumes by visiting assigned market as per norms.
- Identify and register the outlet for regular service to fulfill the demand as per desired time.
- Competitor's Activity Report to be submitted on weekly basis as per given format.
- Assist Executive Marketing in executing marketing activities, promotions.
- Any other responsibilities/functions deemed necessary by the Supervisor/ Executive/ Senior Executive/Marketing Manager in order to meet the level of the services in the organization.
- To monitor / follow up to maintain smooth stock flow and cash flow from the assigned routes / distributors.
- Active participation in any organizational interest. Respond to questions and requests for information.

JOB SPECIFICATIONS:

- Good communication skills (pleasant and convincing).
- Language proficiency (Assamese, Hindi, Bengali & English).
- Must have two wheeler and Android Mobile Handset.
- Computer knowledge (Reports on MS-Excel, MS Word).
- Result oriented and comfortable working in a fast-paced office environment.

Reporting, Performance Review and Leave Terms:

- The Assistant -I (Marketing & Sales) will report to the Executive (Marketing & Sales), 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 Assistant -I (Marketing & 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.



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



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

JOB INFORMATION:

Position	Executive (Marketing & Sales)
Qualification	Graduate in any discipline, preferably post-graduate degree (Business Administration) specialization in Marketing (S&D).
Experience	Must have 5 years' experience for Graduate/3 years' experience for Post Graduate in the field of marketing & sales market research (preferably in dairy/ food products)
Computer Skills	Must have experience of using Internet based applications, using and working with MS Word, MS Excel and MS Power Point and other related applications.
Number of Position	01 (on contract, initially for a period of 2 years)
Job Location	Lower Assam and Central Assam.

Age: Not above **33 years as on 1st January, 2023**. However, relaxation up to **2 years** may be given in case of candidate with and candidate with relevant experience.

SALARY: CTC Rs. 7.10 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Translate the business plan to area-wise, product-category-wise targets for retail and institutional sales.
- Analyze the market for milk and products and buyer behavior to prepare an implementable Marketing Model for continuous growth and market expansion with strengthening of the Brand "PURABI" in the designated area of operation.
- Prepare & maintain database of Routes, Sub routes and Retail Points and to map with the Demand/Supply.
- Arrange for market surveys to understand market requirements, SWOT Analysis to identify and resolve bottlenecks to ensure continuous growth.
- Liaise and coordinate with Production Team for supplies. Provide market feedback on existing products and also specific feedback for deciding new products.
- Develop effective schemes for Distributors and Retailers.
- Develop motivational factors for the sales Team so as to make them active in the field for continuous growth.
- Plan and implement capacity building of the sales force (design and execute incentives plans and sales promotion activities),
- Plan and execute cost effective logistics for the designated area to optimize cost per litre.
- Set up consumer grievance redressal mechanism and build a consumer connect system.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	<ul style="list-style-type: none">• In-depth knowledge to undertake market demand analysis, analyzing the competition in the market, Knowledge of milk /dairy sector, Knowledge of supply chain management.• Manpower Management, understanding market /consumer behavior, Leadership abilities/decision making.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Ability to work effectively in teams.• Good communication, presentation and inter-personal skills.

Reporting, Performance Review and Leave Terms:

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



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	
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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

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Place:

Date:

Signature of Candidate



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

JOB INFORMATION:

Position	Sr. Executive (Marketing & Sales)
Qualification	Graduate in any discipline with preferable post-graduate degree/ diploma/ training in the field of Marketing
Experience	Must have 7 years' experience for Graduate / 5 years' experience for Post Graduate in the field of sales and distribution, with minimum 3 years' experience in Frozen business /Ice cream business in Executive Level or higher.
Computer Skills	Must have experience of using Internet based applications, using and working with MS Word, MS Excel and MS Power Point and other related applications.
Number of Position	01 (on contract, initially for a period of 2 years).
Job Location	WAMUL's area of operation

Age: Not above **35 years as on 1st January, 2023**. However, relaxation up to **2 years** may be given in case of extraordinary/ outstanding candidates.

SALARY: CTC Rs. 8.23 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Set up Sales and Distribution plan for Ice Cream Business.
- Set up Cold chain infrastructure for Ice Cream Business.
- Translate the business plan to area-wise, product-category-wise targets for retail and institutional sales.
- Design Launch Plan and promotion planning.
- Manage business relationships with Key Accounts including General Trade and Food Service (hotel, restaurant, café) channels to achieve sales targets and KPIs
- Develop and execute company's sales & business development plans in relation to Key Accounts, General Trade, and Food Service (hotel, restaurant, café) channels
- Develop business strategies (related to sales & marketing) to grow business size and market share in the ice cream sector, monitor performance of such strategies and adapt accordingly
- Identify and Improve company product positioning
- Ensure Cold Storage for proper display of ice creams in the stores.
- Set up Ice cream parlours across potential markets.
- Competitor Research
- Prepare sales forecast basis linearity of sales, seasonality etc.
- Analyze sales data and prepare relevant reports
- Translate the business plan to area-wise, product-category-wise targets for retail and institutional sales.
- Marketing Model for continuous growth and market expansion with strengthening of the Brand "PURABI".
- Prepare & maintain database of Routes, Sub routes and Retail Points and to map with the Demand/Supply.
- Arrange for market surveys to understand market requirements, SWOT Analysis to identify and resolve bottlenecks to ensure continuous growth.
- Liaise and coordinate with Production Team for supplies. Provide market feedback on existing products and also specific feedback for deciding new products.
- Develop effective schemes for Distributors and Retailers.
- Develop motivational factors for the sales Team so as to make them active in the field for continuous growth.
- Plan and implement capacity building of the sales force.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	<ul style="list-style-type: none">• In-depth knowledge to undertake market demand analysis, analyzing the competition in the market, Knowledge of FMCG Ice-cream/milk /dairy sector is a must. Knowledge of supply chain management.• Manpower Management, understanding market /consumer behavior, Leadership abilities/decision making.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Ability to work effectively in teams.• Good communication, presentation and inter-personal skills.• Tech Savvy on social media platforms

Reporting, Performance Review and Leave Terms:

- The Sr. Executive (Marketing & Sales) will report to the Group Head (Marketing & Sales) 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 Sr. Executive (Marketing & 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.



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

Panjabari, Guwahati

Paste Recent
Photograph

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