



**WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.
ON BEHALF OF NORTH EAST DAIRY AND FOODS LIMITED**

Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati –781037



JOB INFORMATION:

Company	North East Dairy & Foods Limited (NEDFL)
Position	Assistant Manager – Plant In-charge
Qualification	Full time B. Tech in Dairy Technology (or equivalent) in first class from a reputed and recognized education institute.
Experience	Preferred 2 years' full time experience in processing and manufacturing of milk and milk products in a Dairy Plant out of which minimum 1 (one) year should be of heading an unit or section independently as Shift In-charge. Fresher applying for the position shall be considered as Management Trainee.
Age	Not above 35 years as on 1st January, 2025 . However, relaxation may be given in case of appropriate or outstanding candidates.
Salary	CTC Rs.7.90 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Job Location	Jorhat/ Dibrugarh, Assam

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

Overall planning and monitoring of day to day processing and production activities of milk and milk products and to ensure delivery of quality milk & milk products to customers.

MAIN RESPONSIBILITIES:

- To lead the team for smooth operation of machines as well as maintaining and improving quality of milk and milk products.
- To monitor sanitary and hygienic condition of Plant Preparation, verification of daily reports.
- Monitoring and control of milk solids losses on daily basis and preparation of material balancing reports.
- Achieving efficiency in terms of energy consumption as well as lower milk solid losses.
- Monitoring of Plant consumables and assets and ensure timely indenting of materials.
- Coordination with procurement group for timely arrival of milk vehicles, quality of milk received from the milk producers on daily basis.
- Coordination with marketing Group for timely dispatch, indenting and quality monitoring of market milk.
- Coordinate with maintenance team for preventive maintenance to ensure smooth operation of all dairy equipment and at times attend immediate maintenance of machine(s).

ADDITIONAL/ OCCASIONAL RESPONSIBILITIES: (listed in order of priority)

- Arrange for installation and commissioning of new equipment.
- Quality system implementation.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	Thorough knowledge on milk and milk products, the relevant Indian standards and their production processes, quality norms & standards, FSSAI regulations and testing procedures. Hands on knowledge on all dairy equipment (Pasteurizer, homogenizer, packing/filling machines, pumps, pneumatic & manual valves etc.). Exposure to digital and analog instrumentation.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Knowledge on Food Safety Management System and Manpower Management• Analytical Skills & Team work and People Management Skills.• Proficiency (read, write, speak) in Assamese, Bengali, Hindi & English (any of two) is must.• Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.
Training	Desirable - Practical training on GMP & GHP

Reporting, Performance Review and Leave Terms:

- Will report to the Managing Director (NEDFL).
- 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.
- Will be eligible for paid leaves/Holidays as per the applicable norms/policy of NEDFL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of NEDFL.

NEDFL reserves the right to post the selected candidates in any other location in business interest of the company.