



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

JOB INFORMATION:

Position	Assistant (Logistics) & Assistant (Inventory Management)
Qualification	Full time graduation in any discipline.
Experience	Minimum 3 years of full time experience in Warehousing / Stores/ Inventory Management/ Logistics.
Job Location	Guwahati

Age: Not above **35 years as on 1st January, 2024**. However, relaxation up to 3 years may be given in case of extraordinary/ outstanding candidates with relevant experience.

Salary: CTC Rs.4.5 lacs- 6.5 lacs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Responsibilities:

- Managing dispatch operations
- Set systems and processes to improve dispatch functions (equipment's, trolleys, wash basins, markings, bin cards, lightings etc.
- Managing the fleet, including vehicle maintenance, scheduling, and driver management.
- Bill processing of hired vehicles.
- Maintain Hygiene standards, stock register, First In First Out (FIFO), First Manufacturing First Out (FMFO) maintenance etc.
- Liaison with Production department, Security Personal, Manpower supplier etc.
- Managing the inventory, including stock levels, replenishment and reporting.
- Identifying and recording obsolete items, damage product replacement.
- Sales / Delivery Order execution.
- Co-ordinate with vendors for timely arrival of shipments.
- Wastage management.
- Maintain rooster of manpower, (specifically during festivals and occasions) in advance.
- Material Handling- Loading/ Unloading.

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, Leave and Transfer Terms:

- The Assistant will report to the Sr. Executive/ Executive (Stores & Logistics), 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 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.
- Transferrable to any location of WAMUL operational areas, as directed from time to time.