



**WEST ASSAM MILK PRODUCERS' CO-OPERATIVE
UNION Ltd.**

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

JOB INFORMATION:

Company	North East Dairy & Foods Limited (NEDFL)
Position	Assistant Manager/Deputy Manager (Purchase)
Qualification	Full time BE/B.Tech (Elect./Mechanical/Dairy). Or B.Sc. (PCM) with full time MBA from recognized Institute.
Experience	4-6 years in in managing Purchase related work in a manufacturing industry (preferably food industry).
Job Location	Panjabari, Guwahati.
Language	Fluency in Assamese, English and Hindi.
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.
Salary	CTC Rs. 7.90 lakhs to 8.98 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Age	Not above 35 years as on 1st Jan, 2026. However, relaxation may be given in case of appropriate/ outstanding candidates with relevant experience.
Skills/ Attributes/ Desirable	<ul style="list-style-type: none">• Experience of working independently in managing Purchase related work.• Administrative writing Skills.• Good communication, presentation and inter-personal skills

MAIN RESPONSIBILITIES:

Assistant Manager (Purchase) will be responsible for

- Develop and implement high-level procurement strategies and a comprehensive Procurement Calendar to align with project milestones and annual budgets.
- Oversee the maintenance of all electronic and paper-based filing systems, ensuring they meet internal audit standards and legal requirements.
- Lead the end-to-end tendering process, from drafting complex enquiries to the final selection of high-value contracts
- Review and approve Comparative Statements and purchase proposals, ensuring technical and commercial alignment before final commitment.
- Identify potential supply chain risks and develop contingency plans to ensure adherence to strict procurement timelines.
- Lead the identification, evaluation, and onboarding of key vendors; foster long-term partnerships through high-level liasioning.
- Supervise Bill Verification processes and the Purchase Register to ensure financial accuracy and budget adherence.
- Act as the primary negotiator for high-stakes contracts to secure optimal pricing,

credit terms.

- Synthesize procurement data into high-impact reports and presentations for senior management and stakeholders.
- Continuously devise and refine procurement documents and administrative protocols to improve departmental efficiency.
- Ensure electronic and paper-based files are maintained and filing is completed in a timely manner.
- Preparation of comparative statements, purchase proposals, purchase orders, etc.
- Preference will be given to candidate works in ERP/SAP
- Preparation of Purchase projection timeline/Preparing Procurement calendar.
- Working Experience in Tender will preferable.
- Prepare reports & presentations for internal communication.
- Assist in drafting enquiry.
- Maintain purchase register and Database.
- Liaisoning with Vendors.
- Bill Verification.
- Ensure adherence to procurement timelines.
- Carry out general administration tasks of the project e.g. Devising documents, maintaining filing of correspondence etc.

Reporting, Performance Review and Leave Terms:

- Report to Managing Director.
- 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.
- 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.