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 – Warehouse & Logistics.
Qualification	Full time Graduation from a recognized Institute/University.
Experience Required	Minimum 2 years of experience in Warehousing / Logistics
Age	Not above **28 years as on 1st January, 2026**. However, relaxation may be given in case of appropriate or outstanding candidates.
Salary	CTC Rs. 4.55 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Report to Logistics Head for managing dispatch operations.
- Distribution vehicle management.
- Crate Management (Recon & Hygiene).
- Liaison with Dairy Plant, Security Personal, Manpower supplier etc.
- Co-ordinate with the Production & Sales Teams for replacement of damaged products.
- Sales / Delivery Order execution.
- Fuel allocation to in-house vehicles.
- Co-ordinate with vendors for timely arrival and dispatch of Army & Civil supplies.
- Billing.
- Wastage / Pilferage control.
- Shift wise outsource manpower handling.
- Coordination with production team for stock handover as per schedule time.
- Crate in and out entry in ERP and follow up with drivers during on duty hours.
- Stock handling as per ERP.

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 and Accountability.
Computer Skills	MS Office (Excel, Word) & ERP operations

Reporting, Performance Review and Leave Terms:

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