



**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:**

<b>Company</b>	North East Dairy & Foods Limited (NEDFL)
<b>Position</b>	Assistant/Jr. Executive- Marketing (Sales & Distribution)
<b>Qualification</b>	Full time graduation in any discipline from a recognized institute/University.
<b>Experience</b>	Fresher or preferably 01-02 years of working experience in Sales & Distribution in Dairy/ FMCG/ Retail sector.
<b>Age</b>	Not above <b>30 years as on 1st January, 2025</b> . However, relaxation may be given in case of appropriate or outstanding candidates.
<b>Salary</b>	CTC Rs. 4.55 – 5.40 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
<b>Location</b>	Silchar, Assam.

#### **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:**

<b>Skills/Attributes: Technical</b>	<ul style="list-style-type: none"><li>• Good communication skills (pleasant and convincing).</li><li>• Must have two-wheeler and Android Mobile Handset.</li><li>• Computer knowledge (Reports on MS-Excel, MS Word).</li><li>• Result oriented and comfortable working in a fast-paced office environment.</li></ul>
<b>Skills/Attributes: Social and Managerial</b>	<ul style="list-style-type: none"><li>• Analytical Skills &amp; Team work and People Management Skills.</li><li>• Proficiency (read, write, speak) in Assamese, Bengali, Hindi &amp; English (any of two) is must.</li><li>• Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.</li></ul>

**Reporting, Performance Review and Leave Terms:**

- Will report to Assistant Manager- Marketing (Sales & Distribution)
- 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.**