



**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/Jr. Executive – Plant Stores & Inventory
Qualification	Full time graduation in any discipline.
Experience	Fresher or preferably 01-02 years of working experience in Warehousing / Stores/ Inventory Management/ Logistics.
Age	Not above 30 years as on 1st January, 2025 . However, relaxation may be given in case of appropriate or outstanding candidates.
Salary	CTC Rs. 4.55 – 5.40 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Job Location	Silchar, Assam

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 roster of manpower, (specifically during festivals and occasions) in advance.
- Material Handling- Loading/ Unloading.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none">• Stock flow management• Handling refrigerated vans• Handling logistics manpower,• Technical understanding, Troubleshooting, problem solving,• Business ethics.• Strong Numerical and Analytical Skills• MS Office (Excel, Word) & ERP operations
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• 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.

Reporting, Performance Review and Leave Terms:

- Will report to Plant Shift In-charge.
- 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.