



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE 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–HR
Qualification	Full time MBA in HRM/Personnel Management/IR from a recognized university
Experience	4-6 years in HR function in a leading role/managerial capacity
Age	Not above 35 years as on 1st Jan 2026 . However, relaxation may be given in case of appropriate/ outstanding candidates with relevant experience.
SALARY	CTC Rs. 7.90 lakhs to 8.98 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Job Location	Guwahati, Assam

MAIN PURPOSE: (captures essence of the job in brief):

Support business needs and ensure the proper implementation of company strategy and objectives. The goal is to promote cooperative values and enable business success through human resources management, including job design, recruitment, performance management, training & development, employee cycle changes, compensation & benefit plan management, talent management.

MAIN RESPONSIBILITIES:

- Assess manpower requirements across various departments of NEDFL and hire the most suitable employees following NEDFL's Recruitment & Selection processes.
- Retain employees effectively through strategic HR practices.
- Develop programs to enhance employee relations and offer consistent support to NEDFL employees.
- Ensure the new hire orientation process properly introduces new employees to NEDFL's culture and values.
- Deliver quarterly compensation and benefit comparison reports to management and recommend improvements to existing offerings.
- Develop methods to measure employee morale and implement strategies to improve overall satisfaction.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances, and other issues.
- Support current and future business needs through the development, engagement, motivation, and retention of human capital.
- Develop and monitor HR strategies, systems, tactics, and procedures organization-wide.
- Foster and maintain a positive and productive working environment.
- Oversee and manage NEDFL's performance appraisal system to drive high performance.
- Assess training needs and design training programs for both employees and milk producers.
- Report to management and provide decision support using HR metrics and data insights.
- Ensure full legal compliance across all aspects of human resource management

JOB SPECIFICATIONS:

Skills/Attributes: Technical & Managerial

- Proven working experience as HR manager or HR Executive
- People oriented and results driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, communication, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- In-depth knowledge of labour law and HR best practices
- Delivering results under crisis by maintaining calm and tactfulness

Computer Skills:

- Knowledge of latest MS Office package that includes MS-Excel, Word, Power-point.
- Exposure to MS Office Project Management package.

Reporting, Performance Review and Leave Terms:

- Will report to the Managing Director.
- Selected candidate will be appointed on Contractual basis initially for a period of 2 years, extendable based on performance
- 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.