



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	Executive Sales (Projects)
Qualification	Full time Graduate in any discipline from a recognized Institute/University. Preference will be given to MBA, with experience in liasoning with Government department, handling civil engineering projects, event management etc.
Experience	Minimum 3 years' of full time working experience in Administrative works / Civil engineering Projects / Event management
Location	Guwahati

Age: Candidates should not be less than **30 years of age** and more than **40 years of age** as on 1st January, 2026. However, relaxation may be given in case of appropriate or outstanding candidates.

Salary: CTC Rs. 6.06 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Liaisoning with officials of Govt. Departments and organizations as per NEDFL business requirement.
- Liaisoning with purchase department of institutions for positioning our products in approved products list.
- Identify specific locations / sites, request for allotment of space for setting up of Purabi Booth, in high footfall areas like bus station, railway station, parks, offices etc.
- Develop network of contractors dealing in construction, transportation, utilities providers, bull dozers, hydra etc which are required for setting up of booths, provide vehicles for market visits etc
- Identify and develop vendors which deals in insulated vehicles, freezer on wheels, push carts for ice cream sales etc.
- To keep track of assets like coolers, reefer vehicles, pre fab booths, repairing of assets, transportation of assets to distributor / retailers etc.
- Carry out general administration tasks for Admin Department
- Prepare reports and presentations for internal communications.
- Responsible for office supplies management by checking inventory and order item.
- Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required
- Receive, register, route correspondence and office pouch and mail.
- Assist in generating memos, emails and reports when appropriate.
- Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.
- Any other works related to vehicles/administration/office related works from time to time.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	• Good communication skills (pleasant and convincing). • Must have two-wheeler and Android Mobile Handset. • Computer knowledge (Reports on MS-Excel, MS Word). • Result oriented and comfortable working in a fast-paced office environment.
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Skills/Attributes: Social and Managerial	• Analytical Skills & Team work and People Management Skills. • Proficiency (read, write, speak) in Assamese, Hindi & English (any of two) is must. • Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.
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Reporting, Performance Review and Leave Terms:

- The Executive Sales (Projects) will report to Manager –Marketing (City), 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.
- 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.