



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.
Juripar, RK Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Executive/ Sr. Executive (Institutional Sales & Logistics)
Qualification	Full time MBA/PGDM in Marketing with minimum 60% marks from a reputed Institute/ University.
Experience	Minimum 3 years of experience in Institutional Sales & Logistics, preferably in CSD /Army sales.
Location	Guwahati

Age: Not above 35 years as on 1st January 2025. However, relaxation may be given in case of candidates with relevant experience in Sales to Defense establishments / CSD etc.

SALARY: Gross CTC Rs. 8.50 – 9.87 lakh per annum (Negotiable and commensurate with qualification & experience)

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

WAMUL intends to engage Executive/Sr. Executive (Institutional Sales & Logistics) on contractual basis to plan, execute and achieve sales targets as per business plan for “PURABI” brand of liquid milk and milk products and other complementary product range. All activities to be with a focus to nurture & strengthen “PURABI” as a brand.

Job Description:

- Institutional Sales operations (Institutional contracts, negotiations, order generation, Institutional sales logistics planning, Liaisoning with relevant stakeholders of institutions like Defense establishments, NCDFI etc, payments collection, networking with relevant stakeholders, stock flow cash receipt reconciliation etc.).
- Institutional Business Development
- Acquisition of new accounts, volume and value growth, introduction of new products in institutions.
- Retention of accounts, activations in institutions.
- Institution sales stock flow cash flow reconciliation.
- Payment Collection for Institutional sales.
- Logistics / Warehouse management to supply to institutions.
- Milk & Product Dispatch operations to Institution.
- Distribution vehicle management.
- Crate Management system (Recon & Hygiene).
- Liaison with LMP, Security Personal, Manpower supplier etc.
- Damage Product Replacement.
- Delivery Note execution.
- Cost management for delivery vehicles.
- Co-ordinate with vendors for timely arrival and dispatch.
- Bill processing of hired vehicles.
- Wastage / Pilferage control.
- Maintain roster of manpower, (specifically during festivals and occasions).

Job Specification:

Skills/Attributes: Technical	Sales Tracking, Stock-Fund Reconciliation, Handling Defence clients etc
Skills/ Attributes: Social and Managerial	Institutional Sales, Marketing, People Management, Logistics Management, Inter-departmental coordination, Leadership.
Computer Skills:	MS Office (Excel, Word) & ERP operations

Reporting, Performance Review and Leave Terms:

- The Executive/Sr. Executive (Institutional Sales & Logistics) will report to the Group Head- Admin, WAMUL.
- 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 Executive/Sr. Executive (Institutional Sales & Logistics) will be eligible for paid leaves / Holidays as per the applicable norms/policy of WAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.

Duration of assignment:

- The contract period of the Executive/ Sr. Executive (Institutional Sales & Logistics) will be initially for 02 (Two) years which may be extended on satisfactory performance. However, continuity of Executive/Sr. Executive (Institutional Sales & Logistics) beyond two years will also depend upon his/her performance.