



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari,
Guwahati – 781037

JOB INFORMATION:

Position	Sr. Executive/ Executive (Stores & Logistics)
Qualification	Full time Post-graduate degree/Diploma in Business Administration (Marketing) from reputed Institution/ University.
Experience	Must have 5 years' full time experience in the field of Stores and logistics management in Dairy/ FMCG/Retail/ Manufacturing sector. Candidates having experience in other sectors need not apply.
Computer Skills	Must have experience of using Internet based applications, proficient in using and working with ERP System, MS Office and other related applications.
Job Location	Guwahati

Age: Not above **40 years as on 1st January, 2024**. However, relaxation up to **3 years** may be given in case of candidate with and candidate with relevant experience.

Salary: CTC Rs.8 lacs- 10 lacs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Purpose:

Responsible for ensuring that Purchase Orders are raised and approved, goods and services are received and orders are receipted in a complete, accurate and timely manner. The Purchasing Officer is expected to liaise with suppliers across the business to align the purchasing process with sales objectives and overall business strategy.

Main Responsibilities:

- Creating purchase orders and monitor stock levels
- Coordinate with warehouse staff to ensure proper storage
- Stay up-to-date with industry trends in terms of rates & pricing
- Receipt Purchase Order based on an approved goods receipt note/delivery docket.
- Request credit notes from suppliers and send to Accounts Payable for processing.
- Establish sound relationships with vehicle suppliers and transporters, ensure lead times are met and expedite outstanding orders
- Maintain cost efficiency.
- Drive continuous improvement across Purchasing process
- Logistics / Warehouse management, Distribution vehicle management, Warehouse Hygiene, Stock forecasting, Indenting levels, FIFO, FMFO maintenance etc.
- Liaison with LMP, Security Personal, Manpower supplier etc.
- Damage Product management.
- Delivery Note execution.
- Co-ordinate with transporter for timely arrival and dispatch of stocks.
- Bill processing of hired vehicles.
- Wastage & Pilferage Management.
- Set systems and processes to improve dispatch functions (equipment's, trolleys, wash basins, markings, bin cards, lightings etc.)
- Maintenance of cleanliness and hygiene (Pest Control).
- Maintain rooster of manpower, (specifically during festivals and occasions) in advance.

Desired skills:

<p>Skills/ Attributes: Technical</p>	<ul style="list-style-type: none">• In-depth knowledge to undertake market demand analysis, analyzing the competition in the market, Knowledge of milk /dairy sector, Knowledge of supply chain management.• Manpower Management, understanding market /consumer behavior, Leadership abilities/decision making.
<p>Skills/Attributes: Social and Managerial</p>	<ul style="list-style-type: none">• Ability to work effectively in teams.• Good communication, presentation and inter-personal skills.

Reporting, Performance Review and Leave Terms:

- The Sr. Executive/ Executive will report to the Group Head (Marketing & Sales), 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 Sr. Executive/ Executive 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.
- Transferrable to any location of WAMUL operational areas, as directed from time to time.