



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

Terms of Reference

JOB INFORMATION:

Position	Supervisor (Admin)
Qualification	Full time B. A/ B. Com from a reputed Institute/ University. Exceptions in qualification will be considered only for Ex-servicemen.
Experience	Minimum 5 years in a Security Supervisory role preferably in FMCG/Manufacturing Industry. Ex-servicemen who has served in any rank whether as combatant or a non-combatant in the Army, Navy and Air Force shall be given preference.
Job Location	Panjabari, Guwahati

Age: Not above **38 years as on 1st January, 2024**. However, relaxation may be given in case of candidate with relevant experience.

SALARY: CTC Rs. 6.99 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

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

Supervising and monitoring the overall safety and security of the organization

MAIN RESPONSIBILITIES:

- **Security and Access Control:** They should be responsible for overseeing security measures during different shifts, such as monitoring of CCTV cameras, ensuring only authorized personnel enter the premises, and ensure that security persons frisk each and every person entering the premises. They should strictly monitor and ensure that no person should consume tobacco / Gutka / Alcohol inside the premises. Guard, patrol and monitor of the campus to prevent safety hazards, theft, violence or infractions of rules. Challenge/investigate persons acting suspiciously/appearing to be lost/trespassing on site and provide response to reports generated.
- **Communication and Coordination:** Will serve as a point of contact person for any admin related emergencies or issues that may arise during working shifts within the premises. This includes coordinating with other departments or external agencies as necessary.
- **Ensure all Records are maintained:** Ensure all the necessary entries /record in registers are made correctly by the security personal. Checks that all attendance records of outsourced manpower and WAMUL employees are adhered by the respective employees inside the WAMUL premises. Ensure that no employees including outsourced employees leave the campus during working shifts without valid gate pass from competent authority.
- **Administrative Support:** Providing or handling any administrative support to other departments or personnel working across shifts.
- **Safety and Compliance:** Ensuring that safety protocols and regulations are followed throughout different working shifts, including conducting safety checks, addressing any safety concerns that arise, and ensuring compliance with relevant regulations.
- **Emergency Response:** Being prepared to respond to any emergencies that may occur during shifts, such as fires, accidents, or medical emergencies. This may involve coordinating with emergency services and implementing emergency procedures.
- **Documentation and Reporting:** Documenting any incidents, activities, or notable events that occur during different working shifts and preparing reports for management or other relevant parties.
- Management of Employee Movement, Material / Vehicle Movement, Scrap Yard, CCTV Monitoring (for the respective department) in line with the departmental goals / requirements

ADDITIONAL/ OCCASIONAL RESPONSIBILITIES:

- Administrative work as directed from time to time by Group Head (Admin).

JOB SPECIFICATIONS:

Desirable	<ul style="list-style-type: none">• The candidate should be willing to work in shifts (including night shift)
Skills/ Attributes: Technical	<ul style="list-style-type: none">• In-depth knowledge of security best practices, risk management principles, and emergency response procedures, understanding of relevant security laws and regulations.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Vigilant• Strong verbal and written communication skills• Ability to work independently and with a team

Reporting, Performance Review and Leave Terms:

- The Supervisor (Admin) shall 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 Supervisor (Admin) 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.