



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

JOB INFORMATION:

Position	Executive - (Institutional Sales & Logistics).
Qualification	Full time Graduate/MBA/PGDM or any Post Graduate in Sales & Marketing.
Experience	Minimum 3 years of experience in Institutional Sales & Logistics, preferably in CSD /Army sales for Post Graduate. Minimum 5 years of experience in Institutional Sales & Logistics, preferably in CSD /Army sales for Graduate.
Location	Guwahati

Age: Not above 35 years as on 1st January 2026. However, relaxation may be given in case of candidates with relevant experience in Sales to Defense establishments / CSD etc.

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

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

WAMUL intends to engage 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 Dairy Plant, 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).
- Undertake visits to defense establishments located across the Northeast and other regions, as and when required.

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

WAMUL reserves the right to transfer the selected candidate to any of its Departments/Groups or locations, as and when required, in accordance with the organizational needs, without assigning any reason thereof.



Letters)

West Assam Milk Producers' Cooperative Union Ltd.

Panjabari, Guwahati

**APPLICATION FOR EMPLOYMENT
(To be filled in by the candidate in Block**

Paste Recent
Photograph

Position applied for:				
Name (full name with surname):				
Date of Birth:		Age in Years & Months :		
Home town, State & Nearest railway station:				
Nationality:				
Marital Status				
Single	Married (no. of children)			
	Male	Female		
Do you belong to (please tick in appropriate column)(*)	SC	ST	OBC	None
Are you physically handicapped	Yes (provide information)			No
Present Address(for correspondence)				
Permanent Address				

Telephone number	(M)
	(R)
Email address	

Permanent Account Number (PAN) *copy of PAN Card to be attached	
--	--

Family information (to include complete details about family, including address, telephone number etc.)				
Name	Relationship with self	Age	Correspondence address	
Qualifications in Chronological order (Please attach self- attested copies of the certificates)				
Academic/Technical/ Professional Exams passed with specialization/subject	Grade/ Division	% of marks obtained	Year of Passing	Name of Institute/ University/College Board
Language proficiency (please tick(\/) in appropriate columns)	Speak	Read	Write	

Experience in Chronological order (Certificates to be attached)

From DD/MM/YR	To DD/MM/YR	Organization Name & Address	Total Duration In Year & Month	Designation	Cost to Company(C TC) Per Month

Total Experience in Years & Months :

Details of Training course/workshops/seminars attended:

Any medical disability? Please specify:

Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:

Present Yearly Salary (Please furnish proof in respect of salary details.)

Fixed Component :	Variable Component:
Others(please specify) :	Total CTC:

