



**THE WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION Ltd.**  
Juripar, R.K Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

**JOB INFORMATION:**

<b>Position</b>	Assistant - I (Admin)
<b>Qualification</b>	Graduate from a recognized institute/University
<b>Experience</b>	1 to 3 years in managing Admin and office related works
<b>Number of Positions</b>	01 (on contract, initially for a period of 2 years)
<b>Job Location</b>	WAMUL Office in Guwahati, Assam

**AGE: NOT ABOVE 31 YEARS AS ON 1st January 2022. However, relaxation upto 2 years may be given in case of extraordinary/ outstanding candidates.**

**SALARY:** Gross CTC Rs.3.17 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification & experience)

**MAIN PURPOSE: (Captures essence of the job in brief)**

**Administrative Assistant** need to provide support to our executives and employees, and assisting in daily office needs and managing our company's general administrative activities

**MAIN RESPONSIBILITIES:**

- a) Effective maintenance of time office & payroll system including leave record.
- b) Maintain employee benefits schemes like Accidental Benefits Death insurance, Medclaim Insurance, PF, ESIC, Gratuity etc.
- c) Office correspondences and file maintaining
- d) Assets Management and tagging
- e) Bill Checking and Process.
- f) Ensure all the Statutory Compliances of the outsourced party.
- g) Process of all ARC/AMC contracts under the Administration Department.
- h) Full and Final Settlement Process of Employees
- i) Any other works related to administration/office-related works from time to time.

**JOB SPECIFICATIONS:**

<b>Skills/ Attributes: Technical</b>	a) Good communication & written skills b) Detail oriented and comfortable working in a fast-paced office environment.
<b>Computer Skills</b>	a) Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel