



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

JOB INFORMATION:

Position	Assistant-I (Marketing & Sales)
Qualification	Graduate from a recognized institute/University
Experience	1 to 3 years in Sales & Marketing Preferably from FMCG/ Food product industry
Number of Positions	03 (on contract initially for 2 years).
Job Location	WAMUL's area of operation
Computer Skills	Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
Language:	Fluency in Assamese, Hindi and English.
Age:	Age of the candidate should not be more than 28 years as on 1 st January, 2022. However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

MAIN PURPOSE: Develop the business by increasing throughput & Market Penetration in assigned territory. Increase distribution in width and depth. Achieve given target in terms of Business volume / value.

MAIN RESPONSIBILITIES:

- a. Carry out daily Scheduled tasks for Market visit. Submission of daily market visit report (DSR) to Executive Marketing in Head Office is a must. Preparation of such report during field visit only.
- b. Prepare market reports and escalate as per instruction.
- c. Responsible for growth of business by visiting assigned market in a proper manner.
- d. Identify and register the outlet for regular service to fulfill the demand as per desired time.
- e. Competitor's Activity Report to be submitted on weekly basis as per given format.
- f. Assist the concerned authority (Executive Marketing) in executing marketing activities, promotions, when appropriate.
- g. Any other responsibilities/functions deemed necessary by the Supervisor/ Executive/ Senior Executive/Marketing Manager in order to meet the level of the services in the organization.
- h. Active participation in any organizational interest. Respond to questions and requests for information.

JOB SPECIFICATIONS:

- a. Good communication skills (pleasant and convincing).
- b. Must have two wheeler and Android Mobile Handset.
- c. Detail oriented and comfortable working in a fast-paced office environment.

Remuneration, payment terms and leave:

- a) The remuneration of the Assistant-I (Marketing & Sales) will be around **Rs. 3.30 lakhs per year**, depending upon experience, qualification and pay package of last assignment.
- b) The Assistant-I (Marketing & Sales) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.