



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

JOB INFORMATION:

Position	Assistant-I (HR & Admin)
Minimum Qualification	Graduate in Arts or Commerce from a recognized institute/University.
Experience	1 to 3 years in managing HR related works. Fresher with sound knowledge in HR may also apply
Number of Positions	01 (on contract initially for 2 years).
Job Location	WAMUL Head Office, Guwahati
Computer Skills	Must have experience of using Internet based applications, using and working with MS Word, MS Excel and MS Power Point and other related applications.
Language:	Fluency in Assamese, Hindi and English.

Age: Not above **28 years as on 1st January, 2023**. However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

Salary: CTC Rs. 3.30 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

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

Responsible for obtaining, recording, and interpreting human resources information within company. They are tasked with managing company human resources records and assisting new employees with enrollment procedures.

MAIN RESPONSIBILITIES:

- a) Carry out general administration tasks for the HR and admin Department. e.g. Devising HR documents, sorting posts, maintaining filing of correspondence etc.
- b) Maintaining employee records (Soft and Hard copies)
- c) Updating HR databases (e.g. New hires, separations, vacation, sick leaves, etc.)
- d) Assisting in Payroll preparation by providing relevant data e.g. absences, bonus, leaves, etc.
- e) Ensure electronic and paper-based personnel files are maintained and filing is completed in a timely manner.
- f) Maintain up to date Procedure Manual for all HR duties.
- g) Prepare reports and presentations for internal communications.
- h) Document Human resources actions by completing forms, reports, logs and records etc.
- i) Provide orientation for new employees by explaining company policies.
- j) Exit formalities for the employees

JOB SPECIFICATIONS:

Skills/Attributes/Desirable	<ul style="list-style-type: none">a) Experience of working independently in managing office administration.b) Administrative writing Skills.c) Ability to work effectively in teams.d) Good communication, presentation and inter-personal skills;
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Reporting, Performance Review and Leave Terms:

- a) The Assistant -I (HR & Admin) will report to the Group Head-HR, WAMUL.
- b) 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.
- c) The Assistant-I (HR & Admin) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- d) For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.