



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 & Distribution preferably from FMCG / Dairy products industry
Number of Positions	06 (on contract, initially for a period of 2 years).
Job Location	Upper Assam and Lower Assam

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. 3.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN PURPOSE: Execute the S&D strategies of the organization at the outlet level in the assigned territory. Increase distribution width and depth. Achieve targets in terms of Business volume / value.

MAIN RESPONSIBILITIES:

- Carry out daily scheduled tasks for market visit. Submission of daily market visit report (DSR) to Executive Marketing in Head Office. Preparation of such report during field visit only.
- Achieve targeted distribution parameters and escalate as per instruction.
- Responsible for growth of business volumes by visiting assigned market as per norms.
- Identify and register the outlet for regular service to fulfill the demand as per desired time.
- Competitor's Activity Report to be submitted on weekly basis as per given format.
- Assist Executive Marketing in executing marketing activities, promotions.
- 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.
- To monitor / follow up to maintain smooth stock flow and cash flow from the assigned routes / distributors.
- Active participation in any organizational interest. Respond to questions and requests for information.

JOB SPECIFICATIONS:

- Good communication skills (pleasant and convincing).
- Language proficiency (Assamese, Hindi, Bengali & English).
- Must have two wheeler and Android Mobile Handset.
- Computer knowledge (Reports on MS-Excel, MS Word).
- Result oriented and comfortable working in a fast-paced office environment.

Reporting, Performance Review and Leave Terms:

- The Assistant -I (Marketing & Sales) will report to the Executive (Marketing & Sales), 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 Assistant -I (Marketing & Sales) 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.



West Assam Milk Producers' Cooperative Union Ltd.(WAMUL)

Panjabari, Guwahati

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APPLICATION FOR EMPLOYMENT

(To be filled in by the candidate in Block Letters)

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:

If you have any liability with your present employer, please specify.	
If selected, joining time required/Notice Period to be served with previous Employer	
Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.	
Personal	Professional
Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders	

DECLARATION

I hereby declare that all the information and particulars given by me in this form are true and correct. I fully understand that if any of the information given above is found to be incorrect or deliberately distorted, WAMUL shall have the right to terminate my services without giving any notice.

Place:

Date:

Signature of Candidate