



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

JOB INFORMATION:

| | |
|------------------------------|---|
| Position | Assistant-I (Sales & Distribution) |
| Minimum Qualification | Graduate from a recognized institute/University |
| Experience | 1 to 3 years of experience in Sales & Distribution from FMCG / Dairy industry |
| Job Location | All across Assam (preferably at Jorhat and Guwahati) |
| Language: | Fluency in Assamese, Hindi and English. |

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

Salary: CTC Rs. 3.66 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

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

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:

Assistant-I Marketing (Sales & Distribution) will be responsible for

- 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:

| | |
|------------------------------------|---|
| Skills/Attributes/Desirable | <ul style="list-style-type: none">• Good communication skills (pleasant and convincing).• Language proficiency (Assamese, Hindi, Bengali & English).• Must have two wheeler and Android Mobile Handset. |
|------------------------------------|---|

| | |
|--|--|
| | <ul style="list-style-type: none">• 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 & Distribution) will report to 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 & Distribution) 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.