



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.
Juripar, RK Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant - I (Admin)
Qualification	Graduate from a recognized institute/University
Experience	1 to 3 years in managing Admin and office related works
Number of positions	1 (on contract, initially for a period of 2 years)
Location	Guwahati

SALARY: Approximately Rs. 2.02 lakhs per annum (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE: Age of the candidate should not be more than 30 years as on 1st February, 2021.

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) Day to Day inspection of Vehicles including its breakdown.
- b) Periodic Servicing of Vehicles.
- c) Looking after all the Statutory compliances related to Vehicles.
- d) Liasoning with relevant Government Service Departments i.e. Police, District Transport Office etc. in event of any mishap or in other issues from time to time.
- e) Looking after legal cases emerging due to accident of vehicles.
- f) Managing vehicle's Drivers & Helpers as per vehicles routes including their attendances/leaves.
- g) Any other works related to vehicles/administration/office related works from time to time.

JOB SPECIFICATIONS:

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