



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

JOB INFORMATION:

Position	Executive (Manure Management Project)
Qualification	Master's degree in Business Management /MBA/or any such relevant degree.
Experience	Minimum 2 years of work experience preferably on waste management projects /agriculture / livestock waste management projects. Moreover, prior working experience with cooperatives/government agencies shall be preferable.
Number of Positions	01 (on contract, initially for a period of 2 years)
Job Location	Maloibari, Khetri, Dist- Kamrup, Assam

AGE: NOT ABOVE 35 YEARS AS ON 1st January 2021

SALARY: Gross CTC around Rs. 6.04 lakhs per annum including P.F & other contributions.

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

He/She is responsible for the overall operations of the plant which includes acceptance of raw material, processing, production, engineering, maintenance and finished product storage and despatch. The person in the position of Executive (MMP) of the slurry processing centre is responsible for physical plant up-keep and capital improvements, forecasting, recruiting, hiring and training personnel.
He/She is also responsible for the planning and execution of the annual budget. The position shall work closely with primary processing, production, engineering and maintenance of teams to increase productivity and profitability.

MAIN RESPONSIBILITIES:

- Plan, organize, direct and run day-to-day operations of the plant.
- Responsible for production output, product quality and timely despatch of finished products.
- Allocation of resources effectively.
- Monitor operation expenses and research ways to reduce costs while maintaining product quality.
- Prepare and execute the budgets for plant operations.
- Build and maintain a trusting relationship with employees.
- Encourage and promote operations in a continuous improvement environment.
- Recruit, hire, training of employees and monitor them on a regular basis.
- Maintain plant site security systems OH&S (Occupational Health & Safety Policy) / Quality Systems.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical and Managerial	<ul style="list-style-type: none"> a) Planning, Monitoring and Evaluation and submission of reports. b) Developing network for marketing of slurry-based products. c) Setting up of targets and time line for achieving them for each of the team members and staffs. d) Convening review and monitoring meetings with various stakeholders from time to time.
Skills/ Attributes: Social	<ul style="list-style-type: none"> a) Lead, motivate and guide various stakeholders such as office staffs, marketing supervisors, material suppliers and other village-based functionaries for achievement of common tasks and goals. b) Delivering results under crisis by maintaining calm and tactfulness. c) Firm control over emotions and exhibiting patience.

Computer skills:	Knowledge of latest MS Office package that includes MS-Excel, Word and Powerpoint. Exposure to MS Office Project Management package is preferred.
Training and Demonstration:	Coaching and mentoring team members and staffs for continuous improvement in achieving targets set under their key result areas.