



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

JOB INFORMATION:

Position	Assistant - 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. 1.2 lakhs per year (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE: Age of the candidate should not be more than 35 years as on 1st January, 2018.

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) Carry out general administration tasks for Admin Department
- b) Prepare reports and presentations for internal communications.
- c) Responsible for office supplies management by checking inventory and order item.
- d) Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required
- e) Receive, register, route correspondence and office pouch and mail;
- f) Assist in generating memos, emails and reports when appropriate.
- g) Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.
- h) Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines.
- i) Respond to questions and requests for information.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	a) Good communication 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