



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

JOB INFORMATION:

Position	Assistant I Purchase & Stores
Qualification	Graduate in any discipline from a recognized institute/University.
Experience	2 years experience in handling purchase related activities
Number of positions	2
Location	WAMUL ,Guwahati

SALARY: Approximately Rs 1.8 per year (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE: Age of the candidate should not be above 30 years as on 1st January, 2019. However, Age relaxation up to 5 years may be given in case of extraordinary/ outstanding candidates.

MAIN PURPOSE:

The Purchase & Stores assistant will be responsible for Purchase & relevant activity efficiently in terms of transparency, best price, Quality, Timeliness of delivery ensuring inventory is processed, organized, and stored.

MAIN RESPONSIBILITIES:

1. Carry out general Purchase tasks for Purchase Department
2. Prepare reports and presentations for internal communications which is mandatory, hence the candidate should have good written communication skill. Day to day liaising with vendors for lifting status ,dispatch ,delivery, some mail correspondence, Data Entry etc.
3. Responsible for all the supplies against PO by checking inventory and order item, prepare reordering level.
4. Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required
5. Assist in generating Enquiry,request for proposal/comparative statement /PO /emails and reports when appropriate,
6. Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization
7. Respond to questions and requests for information for Purchase & Store related activities.
8. Field level activities for purchase relevant Job

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	1)Written communication skills 2)Detail oriented and comfortable working in filed level activities along with fast paced office Activities .
Skills/ Attributes: Managerial	1)To adapt the change and different ways of doing things quickly and positively 2)Detail oriented and comfortable working in a fast-paced office environment
Computer Skills	1)Must have experience of using Internet based applications, using and working with MS word, MS Excel and MS Power point and other related applications.