



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, 2019.

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	a) Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel

