



WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant-II (Admin- Transport Management)
Qualification	Graduate from a recognized Institute/University.
Experience	Minimum of 3 years in Transport/ Fleet Management and handling a team size of minimum 30 people.
Job Location	WAMUL Head Office, Guwahati.

Age: Not above **30 years as on 1st January, 2024**. However, relaxation may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.

Salary: CTC Rs. 4.17 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Responsibilities:

- Will be able to handle manpower independently of the entire vehicle fleet.
- Will be the primary contact person concerning the vehicle fleet and its operations.
- Fleet risk management
- Day-to-day inspection of vehicles including their breakdown.
- Will be responsible for periodic servicing and preventive maintenance of vehicles including replacement of spare parts from time to time.
- Maintaining Vehicle records (service operations, repairs, etc)
- Looking after all the statutory compliances related to Vehicles.
- Liaisoning with relevant Government Service Departments i.e. Police, District Transport Office, etc. in the event of any mishap or in other issues from time to time.
- Managing drivers & helpers as per vehicle routes including their attendances & leaves and also ensure all fleet drivers are complied with regulations at all times as per District Transport Authority.
- Any other works related to Administration which may assign by the competent authority from time to time.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none">• Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Good communication & written skills• Detail oriented and comfortable working in a fast-paced office environment.

Reporting, Performance Review, and Leave Terms:

- The Assistant -II (Admin) will report to the Group Head (Admin), WAMUL.
- Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance-based.
- The Assistant -II (Admin) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.