

<b>Positions</b>	Junior Assistant/ Assistant
<b>Role</b>	Milk Procurement Officer
<b>Required Qualification &amp; Experience</b>	Graduates (B.A, B.Com, B.SC, B.Tech) ,Masters (Agriculture, Dairy & Allied preferred)
<b>Location</b>	UP, Jharkhand, Andhra Pradesh, Rajasthan, Orissa

**Banas Dairy** is actively seeking Milk Procurement Officer who will be responsible for managing and overseeing the milk procurement operations within a designated tehsil/district. This role involves supervising a team of procurement supervisors, ensuring efficient milk collection, and maintaining strong relationships with local farmers. The officer will report directly to the MP (Milk Procurement) Head.

**Key Responsibilities:****Supervision and Team Management:**

- Lead and manage a team of procurement supervisors across various locations within the assigned tehsil/district.
- Provide guidance, training, and support to supervisors to ensure smooth and efficient milk collection processes.
- Monitor and evaluate the performance of supervisors, ensuring adherence to organizational standards and achievement of goals.
- Foster a collaborative and high-performance work environment, motivating your team to excel in their roles.

**Milk Collection Operations:**

- Oversee the daily milk collection activities to ensure timely and accurate procurement from farmers and collection centers.
- Implement and maintain best practices in milk handling, transportation, and quality control to ensure the highest standards of purity and freshness.
- Address any operational challenges or issues promptly to minimize disruptions in the procurement process.

**Reporting and Documentation:**

- Compile and analyze daily, weekly, and monthly reports from supervisors detailing milk collection volumes, quality assessments, and operational performance.
- Ensure accurate and timely submission of reports to the MP Head and other relevant departments.
- Maintain detailed records of procurement activities, including transactions, farmer engagements, and logistics to support transparency and traceability.

**Farmer Engagement and Relationship Management:**

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- Build and nurture strong relationships with local farmers, addressing their concerns and ensuring fair and transparent procurement practices.
- Conduct regular visits to collection centers and farmer groups to promote Banas Dairy's values and policies.
- Facilitate educational and support programs to enhance milk quality and yield among farmers, contributing to their growth and satisfaction.

**Financial Management:**

- Validating farmers account for online farmers payment
- Complete accounting tasks up to the balance sheet stage, including verifying payments with purchases and managing financial records.
- Ensure accurate financial documentation and compliance with accounting standards

**Compliance and Quality Assurance:**

- Ensure compliance with all regulatory requirements and company policies related to milk procurement and quality standards.
- Implement and monitor quality control measures to maintain the highest standards of milk purity and freshness.
- Address any non-compliance issues promptly and implement corrective actions as needed to uphold operational integrity.

**Strategic Planning and Improvement:**

- Collaborate with the MP Head to develop and implement strategies to enhance milk procurement efficiency and farmer satisfaction.
- Identify opportunities for process improvements and innovations in milk collection and procurement operations.
- Contribute to the overall growth and success of Banas Dairy's milk procurement initiatives by aligning daily activities with long-term goals.

**Administrative and Office Management:**

- Verify bills and manage transport-related expenses to ensure accurate financial accounting.
- Handle small expenses at Milk Collection Centers (MCC) and manage the attendance of staff.
- Keep a watch on competitors and participate in tender-related work to maintain competitive advantage.
- Manage bonus-related office work and facilitate online payments to farmers, ensuring timely and accurate transactions.

**Accountability and Execution:**

- Lead the team and ensure that all tasks and responsibilities are completed efficiently and effectively.

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- Take accountability for the overall success of milk procurement operations within your jurisdiction.
- Ensure that every aspect of the milk procurement process is managed and executed seamlessly, maintaining high standards of operational excellence.

Additionally, you may be assigned other responsibilities as the situation demands.

At Banas Dairy, we value individuals who are proactive, detail-oriented, and possess a strong commitment to excellence in their work. This is an excellent opportunity for dynamic professionals looking to advance their careers in a challenging yet rewarding environment

If you meet the qualifications and are eager to take on this exciting opportunity, we encourage you to apply and become part of our dedicated team driving the success of Banas Dairy