



**ERNAKULAM REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD  
P.B.NO.2212, EDAPPALLY, KOCHI-24.**

**JOB PROFILE**

**ERNAKULAM REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD  
P.B.NO.2212, EDAPPALLY, KOCHI-24.**

1. Assistant Personnel Officer

Duties will be related to managing attendance and payroll of employees, managing employee welfare schemes and its documentations, managing insurance policies of EDLI, gratuity etc., gratuity payment and settlement, salary preparation and disbursement, managing IR related activities, managing training and development of employees, managing service records of employees, maintaining confidentiality in the official matters, manage statutory payments like remittance of ESI contribution, PF contribution, EDLI etc, filling all statutory returns in time, handling files related to the pending cases and disputes of ERCMPU Ltd.

2. Marketing Organizer

Duties will be related to market development by appointing new dealers, new distribution routes and improving institutional sales, monitoring of the market area and coordinate the activities of distribution vehicles, conducting market survey and to identify market share, market trends, competitors' performance, etc, handling customer complaints and settlement, logistic arrangements, coordination with interdepartmental communication with production and quality sections of the Unit, monitoring cash and credit sales, monitoring daily sales of dealers and identify the changes, improvements, loss etc with night hours duty for monitoring the logistic arrangements in defined intervals in different market zones.

3. Junior Supervisor (P&I)

Duties will be related to Anand Pattern Cooperative Societies Milk Collection activities, Inspection of all records associated with Milk Collection, Local Sales, Milk Testing and Milk dispatch of APCOS, Inspection of all records related to cattle feed purchase, / sales & stock, Frozen Semen Purchase, Artificial insemination & stock, cash book and general ledger, monitoring of the milk quality (Fat, SNF & MBRT) of the milk collected and dispatched by APCO societies, creation of farmer awareness programme on milk & milk production enhancement, monitoring of the functioning of bulk milk cooling units, monitoring of the milk procurement & link routes, monitoring of cash balance & Bank transaction of APCOS etc.



**ERNAKULAM REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD  
P.B.NO.2212, EDAPPALLY, KOCHI-24.**

4. Technician (Boiler)

Duties will be related to attend daily operations of boilers in all required shifts, attend all preventive and break down maintenance, maintain boiler log books, coordinate inspection of statutory bodies of boiler, stock maintenance of fuel required for boiler operation etc with eight hours shift duty round the clock.

5. Technician (Refrigeration)

Duties will be related to attend daily operations of refrigeration plants in all shifts with eight hours shift duty round the clock, to attend all preventive and break down maintenance, maintain refrigeration log books, stock maintenance of refrigerant and other accessories required for refrigeration plants, custodian of tools and spares for the repairs and maintenance.

**Dr. Patil Suyog SubashRao IFS  
Convener, Recruitment Committee /  
Managing Director, KCMMF**