

## **Advertisement - Manager Admin, IDA (West Zone)**

Indian Dairy Association (West Zone) is seeking a dynamic individual to join our team as Manager Admin at our Andheri (E), Mumbai office.

**Requirements:** Minimum graduate, post graduate degree in Dairy/Veterinary/Management will be preferred. Ideal candidates should possess strong organizational skills, excellent communication abilities, proficiency in office software and administrative tools as well as data management and social media engagements. The candidate should be preferably Mumbai based and should be able to join with 15 days from the date of appointment.

**Experience:** Minimum three years in office admin or technical work.

### **Expected work profile:**

As the Manager Admin, your responsibilities include overseeing administrative tasks such as coordinating meetings, managing correspondence, maintaining records, handling finances, and providing secretarial support to the association's leadership. Additionally, you'll play a crucial role in liaising with members, stakeholders, and external partners, ensuring smooth communication and collaboration within the dairy industry. Your role also involves assisting in event planning, managing schedules, and facilitating the implementation of association policies and initiatives. Overall, you'll be instrumental in ensuring the efficient operation and effective representation of the Indian Dairy Association.

**Age:** Preferable below 45 years (relaxable in case of suitable candidate)

**Remuneration:** The candidate will be hired on purely contractual basis for the initial period of 11 months. The fixed emolument per month is negotiable with qualification and experience.

### **How to apply?**

Apply on plain paper indicating your qualifications, credentials and experiences, with present job profile and send by email to Secretary, IDA (WZ) on or before **05<sup>th</sup> July 2024**.

**Shri Madhav Patgaonkar**

**Secretary, Indian Dairy Association (West Zone)**

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