

Designation	Executive Project
Job Description	<ul style="list-style-type: none"> • Project Expansion i.e. increasing Farmer Base by Farmers meeting regular Follow Up & resolving the queries of the Farmer to convert non organic to organic. • Conducting Farmers training • Expand Business Operation (Search new Area according our Project Business) • Meeting Secretary of the Mandi for getting Mandi certificate and license. • Updating HsO about the Commodities rate (Mandi Rate, Village wise Traders Rate) for procurement • Procurement of Commodities as per the Target and Quality Standards, Specification, protocol and lowest price both from farmer and trader. • Meeting Traders and adding the new Traders in Vendor List for more procurement of the commodities. • Managing the Team members and motivating them to achieve the set target for the project. • Identifying and recruiting suitable field officer staff. • Resolving all the queries of the filed officer in context to the HR policy in coordination with the Corporate HR in HO • ICS Document preparation for Farm Auditing • Supervising the Uploading and Updating Tracenet data for ICS Audit • Supervising and completing all audit or inspections with Zero NC (ICS Audit, Stock Audit) • Warehouse Operation: Loading or Unloading of material in the warehouse, Labour arrangement & Checking the Commodity Quality in the warehouse • Ensure zero wastage of material due to bad packing, storage and transportation • Arrangement of Transportation, rate negotiation & other logistics Related Work • Cost Controlling (In Warehousing, Labor, Transportation and Procurement of Commodity) • Controlling the movement of Office Assets, Commodities in the Warehouse and Field Level Instruments • Authorizing employee claims as per the company policy approved by Project Executive • Coordinate with CSR Manager for implementation of CSR project in the villages • Submit all Reports to the HOD in HO: Inventory Stock Report, Project Cost Report (Actual V/s Budget), Procurement Cost Report (Actual V/s Budget), Labour Cost (Actual v/s budget).
Desired Profile	<ul style="list-style-type: none"> • Efficient organizational skills. • Good interpersonal and communication skills. • Should be comfortable in travelling to different Project locations in India. • Knowledge of Agri Commodities.
Experience	Preferably 2 – 6 Years

Qualification	<ul style="list-style-type: none">• B.Sc. (Agri) - Compulsory• MBA from a reputed institute
Location	Nimbahera (Rajasthan) / Bhawanipatna (Orissa) / Chotila (Gujarat)
Industry Type	Agri Commodity Exports, Manufacturing, Food processing
Contact Person	Udisha Singh
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