



अलमादि सीमेन स्टेशन Alamadhi Semen Station

एनडीडीबी डेरी सर्विसेज की एक इकाई • A unit of NDDB Dairy Services

Job Opportunities

No: ALM/HR/02/2022-23

5th December, 2022

Job Title	Officer Admin / Executive Assistant
No of Vacancies	One
Location	Alamadhi Semen Station, Edapalayam PO, Red Hills, Chennai, TN -600 052
Qualification & Experience	<ul style="list-style-type: none">• Bachelor degree in any discipline with command over English and knowledge of computer operation and MSOffice.• Two years relevant experience in a reputed organisation.
Annual Salary	Rs. 4 to 5 lakhs CTC
Age limit	Maximum age limit as on 01 Jan 2023 is 35 years.
Profile Summary	Provide support for handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.
Key roles and Responsibility	<ul style="list-style-type: none">• Executive Assistant to the General Manager.• Plan for effective management of Time office, Main gate and Quarantine Station security.• Handling of maintenance department and Estate management.• Custodian of Company vehicles and maintaining of log book, service details etc.• Facility Management like General Housekeeping, Travel Arrangements, Canteen, Security & other admin related works (Car, Couriers etc.).• Ensure compliance with all operating policies regulations as defined with nil deviation.• Ensure compliance with Bio-Security administration norms and ensure the same is followed by manpower employed.
Skills required	<ul style="list-style-type: none">• Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner• Must possess strong interpersonal skills.• Should be Flexible enough to adapt changes smoothly.• Communication Skill. (English - Written & Verbal).

For Alamadhi Semen Station

General Manager



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No: ALM/HR/03/2022-23

5th December, 2022

Job Title	Officer (Epidemiology)
No of Vacancies	One
Location	Alamadhi Semen Station, Edapalayam PO, Red Hills, Chennai, TN -600 052
Qualification & Experience	<ul style="list-style-type: none">• B.V.Sc & AH or MVSc with command over English and knowledge of computer operation and MSOffice.• Fresher /Two years relevant experience in a reputed organisation.
Annual Salary	Rs. 6 to 7 lakhs CTC
Age limit	Maximum age limit as on 01 Jan 2023 is 40 years.
Profile Summary	To ensure implementation of Biosecurity protocols of Semen Station; Bull production & Ring Area Activity.
Key roles and Responsibility	<ul style="list-style-type: none">• Plan and organise schedules for Biosecurity, Bull Production & Ring Area Activity to achieve planned targets.• Good in treatment of large animals.• Plan Schedules for vaccination and disease testing of animals and bio-security checks.• Plan and identify sources for procurement of quality animals for the farm.• Regular Checks and determination on the prevalence (if any) of specific infections agents of concerns in the farm and 10KM buffer zone around SS.• Introduction and implementation of customized immunization plan.• Surveillance and disease investigation activities related to animal health and disease control.• Ensure that sick bulls shall to be separated to QS-Isolation Shed as and when required.• Ensure full participation in Field trials of sex sorted semen and perform synchronisation of heat for AI.• Identify new sales opportunities to promote our brand and increase sales.
Skills required	<ul style="list-style-type: none">• Well versed with MSPs and ensure strict implementation of the same.• Should be Flexible enough to adapt changes smoothly.• Constantly thrives to delivered set targets.• Communication Skill. (English - Written & Verbal).

For Alamadhi Semen Station

General Manager



अलमादि सीमेन स्टेशन Alamathi Semen Station

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No: ALM/HR/04/2022-23

5th December, 2022

Job Title	Sales Assistant
No of Vacancies	Tamil Nadu-1 Karnataka-2 Kerala-1 Odisha- 2
Location	Tamil Nadu- Tirunelveli, Tanjore, Vellore. Karnataka- Mandya. Kerala – Kollam/Trivandrum Odisha- Ganjam, Sambalpur, Kendrapada. Candidate should be willing to work anywhere within the state.
Qualification & Experience	Minimum educational qualification of 12th completed. • Experience in channel, direct sales to customers • Preference for candidates with experience in semen sales, vet pharma sales, cattle feed sales and Agri-input sales. • Candidate must possess a driving license and should have a 2-wheeler for local travel.
Annual Salary	Rs.2.22 to 3 lakhs CTC
Age limit	Maximum age limit as on 01 Jan 2023 is 30 years.
Profile Summary	To established and expand marketing network across the length and breadth to sustain and grow business in terms of scale and Volume.
Key roles and Responsibility	<ul style="list-style-type: none">• The Sales Assistant would be assigned a territory of about 3-4 contiguous districts and the Sales Assistant would travel in his territory to meet the potential customers as per the tour plan provided to him.• Each day, the Sales Assistant would meet about 10-15 potential customers.• The Sales Assistant would collect the orders from the customers and immediately provide it the customers, the abstract of the details should be shared to his Sales Officer.• The Sales Assistant would arrange meeting of customers whom he was not able to convince with the Sales Officer.• Conduct AIT meetings and farmer meetings to promote sales.• Develop support system for the sale of FSDs across the area of operation by identifying liquid nitrogen suppliers, sheath and gloves suppliers.
Skills required	<ul style="list-style-type: none">• Conversant with prevalent Marketing Techniques and its application in Business context.• Possess requisite knowledge about logistic management.• Possess abilities to handled customers• Marketing Management.• Communication Skill. (Written & Verbal).

For Alamathi Semen Station

General Manager