

**COFFEE ROASTING, GRINDING AND MARKETING UNIT**  
**Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi,**  
**Bangalore – 560001**

**CALL FOR APPLICATIONS**

**Ref: PRM/MPS/R&G Unit/2022-23/96**

**Date:29/06/2022**

Coffee Roasting & Grinding and Marketing Unit of Coffee Board invites applications from the eligible Indian citizens for the following positions purely on Ad-hoc and contractual basis to work in Bengaluru. The details of the posts are as under;

Sl. No.	Name of the Position	Number of Position	Tenure of the position
1	Roaster	One	Eleven months from the date of Ad-hoc contract
2	Accountant cum stores manager	One	Eleven months from the date of Ad-hoc contract

**Eligibility:**

**1. Roaster**

**Educational qualification:** Bachelor's degree in science or related field from a recognized university (percentage 55% and above) and Post-graduation in Coffee Quality Management.

**Eligibility:** The upper age Limit should not exceed 35 years as on closing date of advertisement.

**Emoluments:** ₹30,000 per month (Fixed)

**Job responsibilities:**

- Roast and Blend Coffees following stringent protocols.
- Proficient in Coffee Roasting machine operation, calibration, maintenance and safety
- Maintaining of inventory: Green & Roasted coffee
- Monitoring production and maintaining log books/registers on total Coffee Roasted
- Acquiring coffee beans and roasting them to obtain different taste profiles.
- Arrange and set cupping sessions on the different roast profiles and blends
- Maintain the hygiene of production area and warehouse

**Preferred Skills:**

- Experience in Coffee Roasting
- Green coffee and roasted coffee evaluation skill set/experience
- Experience in Physical and organoleptic evaluation of coffee

**2. Accountant cum stores manager**

**Educational qualification:** BBM or B. Com or equivalent qualification from a recognized university (percentage 55% and above) with a certificate for having passed Talley course. Experience in handling stocks is desirable.

**Eligibility:** The Upper Age Limit should not exceed 35 years as on closing date of advertisement.

**Emoluments:** ₹25,000 per month (Fixed)

**Job responsibilities:**

- Verify online orders and arrangement for delivery
- Manage all the bookkeeping and business administration activities
- Analyzing financial statements.
- Verifying accounts payable and receivable.
- Preparing the budget as well as financial reports.
- Maintaining stock of all inwards and outwards

**Preferred Skills:**

- Retail Management
- Hands-on experience in managing customer relationships
- Sales Experience

**How To Apply:** Interested candidates should send the application in the prescribed format along with scanned relevant documents (convert into PDF Format) by email addressed to [prom.coffeeboard@gmail.com](mailto:prom.coffeeboard@gmail.com) or by post to Senior Liaison Officer (Promotion Unit), Second Floor, Coffee Board, No.1, Dr. Ambedkar Veedhi, Bengaluru – 560 001 on or before **8<sup>th</sup> July, 2022**. Please mention “**Application for the post of Roaster / Accountant cum Stores Manager**” in the subject line of the email.

**General Information / details about the posts**

1. The appointment is purely temporary and may be terminated at any time without notice or assigning any reason thereof. The selected candidates may also leave the assignment, on their own volition, by giving one month notice.
2. The candidate shall not have any claim for regular appointment under Coffee Board.
3. The qualification prescribed is the minimum requirement and possession of the same does not automatically make the candidates eligible to be called for interview. The screened-in/shortlisted candidates will be called for interview before the Selection Committee. Communication shall be sent only to the screened-in/shortlisted candidates. Coffee Board will not entertain any correspondence on the issue of short-listing of candidates. The call letters for the interview to the short-listed candidates will be sent only by e-mail. Candidates who do not fulfill eligibility condition will not be considered for the interview.
4. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.

**SENIOR LIAISON OFFICER (PROMOTION UNIT)**