

		HUMAN RESOURCES JOB DESCRIPTION		Reference No.		Next Review	
				61T1		Aug 2021	
SEW EURODRIVE INDIA PVT. LTD.				Edition No.		Date (YY.MM)	
		0		27.01.11			
JD	Human Resources	Compiled By Br.Mgr		Approved Rg.Mgr	Issued By KB		

POSITION : GRADUATE ENGINEER TRAINEE – TECHNICAL SALES

WORK LEVEL: TRAINEE

RESPONSIBILITY:

1. Building the SEW brand and value proposition in the market
2. Achieving sales targets to OEM/EU customers assigned
3. Generate Weekly Customer Visit report and submit to respective Branch Manager
4. Submit Weekly Customer Visit Plan to respective Branch Manager.
5. Ensuring service and application support to customers assigned
6. Collection of receivables and statutory forms
7. Managing and developing relationships with customers
8. Forecasting and reporting of Expecting orders.
9. Submission of all travel and other claims in a timely manner.
10. Updating Customer details in the Internal Database System
11. Responsible to maintain documents and records as per QMS procedure of the department

AUTHORITY:

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DIMENSIONS:

Area : Region Assigned
Direct Reporters : 0

PROFILE:

EDUCATION : Graduate in Mechanical/Electrical/Electronics engineering from reputed institute
EXPERIENCE : Fresh Graduate with minimum 60% marks in academics
SKILLS REQUIRED : Communication Skill, Presentation Skills