

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 6351		Next Review Aug 2021
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 0	Date (YY.MM) 27.01.11	
JD	Human Resources		Compiled By Br.Mgr	Approved Rg.Mgr	Issued By KB

POSITION : OFFICER – BRANCH SALES SUPPORT

WORK LEVEL: 05

RESPONSIBILITY:

1. Sending introductory letters
2. Interacting with customers
3. Preparing offers against customer enquiries with due consultation with respective Engineers.
4. Following up for orders, payments, C-forms, etc.
5. Preparing OEF & processing the order in assembly plant.
6. Replying to queries from COH (Sales Administration) after getting feedback from customer
7. Cash handling & sending expense details to Finance department.
8. Making travel arrangements for sales force and visitors
9. Organizing meetings & seminars in respective region if required.
10. Housekeeping of the branch
11. Administration of the warehouse (if existing)
12. Interaction with statutory government bodies
13. Preparing monthly report of order booking & projection for next month.
14. Preparing all MIS Reports
15. Maintaining attendance
16. Responsible to maintain documents and records as per QMS procedure of the department

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AUTHORITY:

DIMENSIONS:

Area : Administration for a branch with 100 to 200 customers and 4 to 6 employees

Direct Reporters : 0

PROFILE:

EDUCATION : Any Graduate from reputed institute or Diploma in Mechanical/Electrical Engineering will be added advantage

EXPERIENCE : Minimum 2 years and above in the field of customer care and sales branch administration function.

SKILLS REQUIRED : Co-ordination, Communication, MS Office