		HUMAN RESOURCES JOB DESCRIPTION	Reference No.		Next Review
			7144		Aug 2021
SEW EURODRIVE INDIA PVT. LTD.			Edition No.	Date (YY.MM)	
JD Human Resources		1		01.12.16	
		Compiled By SV	Approved By MJA	Issued By KB	

POSITION: ASSISTANT MANAGER – PROJECTS

EXECUTIVE – PROJECTS

WORK LEVEL: 4


RESPONSIBILITY:

1. Understanding the technical specifications from application engineers.
2. Understanding the mechanical design requirements from the customer.
3. Identifying and evaluating vendors based on technical and engineering requirements.
4. Create/Evaluate detailed mechanical and electrical designs, bills of materials, and job estimates.
5. Coordinate with the vendor for preparing the engineering drawings and other project documents.
6. Getting approval from the customer for technical specification and drawings.
7. Verify and test the switching cabinet according to the customer standard.
8. Interface with the purchase department for enabling the procurement.
9. Coordinating with the vendor for commissioning his products at customer site according to project timelines.
10. Coordinating for project execution at site and ensure timely completion of project

DIMENSIONS:

Area : All India

Value : 50 MINR

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PROFILE:

EDUCATION : Graduate in Electrical and electronics or Mechanical engineering from reputed institution

EXPERIENCE : 3 to 5 years of experience in relevant industry

SKILLS REQUIRED : Mechanical: Mechanical design knowledge, Knowledge of AUTOCAD
Electrical: Programming knowledge on PLC and HMI, SCADA and Data acquisition, Automation application and panel BOM study.

Revision No	Date	Revision
01	01.12.16	Required skills made for both Mechanical & Electrical and Electronics engineering background