		<b>HUMAN RESOURCES</b>		Reference No.	Next Review
				7241	
SEW EURODRIVE INDIA PVT. LTD.		<b>JOB DESCRIPTION</b>		Edition No.	Date (YY.MM)
				0	
JD	Human Resources	Compiled By AD	Approved BS / SV	Issued By KB	

POSITION : Assistant Manager / Executive - Technical Support (Mech.)


WORK LEVEL : 04

**Responsibility:**

1. Application engineering & technical support for GM and IG boxes to SEW sales
2. Providing techno-commercial offers for IG to SEW sales
3. Co-ordination with Electronics Manager for package sales development and execution.
3. Co-ordination with SEW Group Company (as per communication matrix) for specific technical points.
4. Responsible for drawings, engineering documentation centrally for all the orders.
5. Visiting customers as requested by the SEW branch managers to extend the technical support as a part of business development activity
6. Training of SEW personnel as well as customer's engineers.
7. Responsible for product engineering (including special design) for IG and GM
8. Updating the technical documentations at all the concerned departments.
9. Responsible for technical approval for any product and vendor approval process.
10. Personal and professional development of reportees.
11. New products updating and training to SEW employees.
12. Maintenance of Quality Manual System.

**Authority**

1. Authority to give technical quotes to the sales persons for their applications.
2. Authority for granting leave, termination (jointly), disciplinary action for reportees
3. Authority for setting performance targets, doing appraisals for reportees.

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				0	27.01.11
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4. Authority to organize the training materials and docs jointly with Manager TS.
5. Decision on arranging the technical training at Baroda and/or customer's place.

**DIMENSIONS :**

1. Direct reportees - 1
2. Department people 6
3. Area : All India
4. Products : Industrial Gear boxes, Gearmotor and accessories.

**PROFILE:**

**EDUCATION :** BE in Mech. / Electrical / Production Engineering from reputed institute

**EXPERIENCE :** Min. 1 - 3 years experience in the Engineering industries

**SKILLS REQUIRED :** Exposure to Design , Application engineering or Maintenance. Knowledge on Industrial GB or any rotating equipment and its Accessories will be added advantage. Good communication skills preferred.