

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 42T3		Next Review Aug 2025
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 00	Date (DD.MM.YY) 19.04.22	
JD	Human Resources		Compiled By AK	Approved MMD	Issued By KB

POSITION : Trainee - Offshore Enquiry Handling

WORK LEVEL : FTE

RESPONSIBILITY :

1. Interacting with SEW USA Distribution team members and SEW India OFD team.
2. Preparing gear motor Quotations against customer (mostly channel partners) enquiries in due consultation with respective SEW USA and SEW India OFD team.
3. Preparing and Reviewing the quotations prepared in SAP with respect to Enquiry placed in Drive Post. Check technical specifications thoroughly before entry in SAP.
4. Replying to queries from US distribution team or customer directly.
5. Production order processing in SAP for respective SEW USA assembly plant. Select appropriate plant for assembly and shipping based on material availability and capacity.
6. Coordinating with SEW USA technical team for commercial and technical clarification in the Quotation /sales order.

AUTHORITIES:

1. Transferring Customer Enquiries & SEW Quotations and customer orders from SEW USA Drive post to CRM/SAP
2. Understanding the customer enquiry and quoting appropriate product with required commercials.

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PROFILE:	
EDUCATION	: Diploma Mechanical / Electrical Engineering from reputed institute
EXPERIENCE	: Fresher or 1 to 3 years or above in the similar field in engineering industry.
SKILLS REQUIRED	: Working Experience on Sales & Distribution module in ERP /SAP, Communication Skill, Command on written/spoken english with fluency, Knowledge of working in MS Office (Power point, Excel, Word).