

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 45T2		Next Review Aug 2023
SEW EURODRIVE Ind Pvt Ltd			Edition No. 0	Date (YY.MM) 18.11.21	
JD	Human Resources		Compiled By KB	Approved MMD	Issued By KB

POSITION : Trainee – Talent Development

WORK LEVEL: Trainee

RESPONSIBILITY:

1. Sourcing of profiles for all open positions in Sales, SEU & Technical Support Vertical using consultants, job sites, advertisements and internal references including initial screening.
2. To update open positions in SEW career portal & Maintain CV's posted
3. To effectively use Job portal for recruitments
4. Coordinate the interview & selection process.
5. Responsible of timely renewal of consultants / job portal agreement
6. To maintain recruitment lead time database with time wasters
7. To maintain database of candidates who gave interviews - to refer again in terms of attrition
8. Planning, organizing & coordination of all corporate training program with plant HR responsible. after commercials.
9. To maintain the mandatory & TNI training database. To identify the reasons for the pending/postponed mandatory/TNI trainings & to priorities and organize the same
10. Coordinate & maintain post-training feedbacks & close the actionable points in coordination with Manager TM.
11. Data collection, compilation, validation & reporting of training effectiveness
12. Coordinate & maintain skill matrix for eligible employees
13. To update & maintain all training data in LMS
14. Maintain all training related documents such as training calendar, all training contents etc. live in drive hub
15. Maintenance of SEW India training MIS.
16. Codifying and maintaining all HR processes related to the above areas
17. Responsible to maintain documents and records as per QMS of the company for the above HR process

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AUTHORITY: Nil

DIMENSIONS:

1. Direct reportees : Nil
2. No of employees : As per organization chart
3. Locations : all India
4. Training Mandays : 8 days per employee per year

PROFILE:

EDUCATION : Graduation in any stream or Masters Degree in Social Work /MBA with HR specialization

EXPERIENCE : 0 - 2 years of experience in Recruitment, Training & development

SKILLS REQUIRED : Analytical skill, Database management.

Revision No.	Revision Date	Revision