

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 7149		Next Review Aug 2023
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 0	Date (YY.MM) 16.09.22	
JD	Human Resources		Compiled By PJ	Approved VS	Issued By KB

POSITION : Assistant Manager / Executive – Production (MMHS)

WORK LEVEL : 4

RESPONSIBILITY

1. Responsible for planning and assembly as per assembly orders
2. Responsible for delivery reliability & availability (related to assembly)
3. Responsible for mechanical and electrical assembly team productivity.
4. Meeting daily set and agreed output from assembly plant.
5. Timely assembly of the AGVs, RGVs, EMS and other systems in MMHS portfolio.
6. Responsibility for on time assembly and ensuring assembly order release by proactively tracking the OA date.
7. Escalation of any Deviation/Delay which may affect the on time delivery performance
8. Responsibility for on time completion of retrofit/service orders.
9. Responsibility for NPD & Upgradation of existing products along with Project & Design Teams.
10. Responsible for maintaining optimum stocks of assembly consumables.
11. Follow-up with purchase team to ensure timely delivery as per vendor committed delivery dates for locally procured assembly parts.
12. Responsible for overall quality of assembled units.
13. Responsible for overall discipline of assembly shop.
14. Damages control and records (Components - tools - equipment's)
15. Trouble shooting for regular assembly problems.
16. Maintenance of assembly protocols, work instruction and bill of material in place and latest version.
17. Maintenance of overall Safety on shop floor.
18. On job training of technicians (Up gradation of skills)
19. Maintaining Good Housekeeping in shop floor.
20. Maintenance and repair of assembly tools. (Co-ordination).
21. Maintenance/up keeping stock of Assembly tools & production consumable tools & tackles / hand tools.

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- 22. Monitoring & maintaining records of assembler's KRA & other output.
- 23. Development and up gradation of assembly station and over all shop floor.
- 24. Initiative Corrective & preventive actions as & when required.

Authority

- Job allocation to team.
- Diverting resources to specific tasks.
- Leave plan for reportee – jointly
- Extend work / extra working plan to meet target.
- Giving feedback for performance to individual.
- Approving skills of individual
- Preponement of orders (Joint responsibility with MMHS Manager)

DIEMENSION:

- Assembly technicians & Jr. Engineers in the department

PROFILE:

- Diploma in Mechanical/ Electrical/Mechatronics Engineering with min. 8 years' experience / Graduate in Mechanical/Electrical/Mechatronics Engineering with minimum 5 years' experience in any engineering industry.

Skill Required:

- Teambuilding
- Analytical skill
- Communication and coordination skill
- Technical Skills