

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 8141	Next Review Aug 2021	
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 1	Date (YY.MM) 21.11.17	
JD	Human Resources		Compiled By MJA	Approved MJA	Issued By KB

POSITION : ASSISTANT MANAGER – SALES END USER

EXECUTIVE – SALES END USER

WORK LEVEL: 04

RESPONSIBILITY:

1. Building the SEW & CDS brand and value proposition in the market
2. Achieving sales targets to EU customers for the products & services assigned
3. Collection of payment, receivables and statutory forms
4. Passing of sales information for full units sales to the sales team.
5. Managing and developing relationships with customers
6. Forecasting and reporting of sales, trends and competitor activities
7. Submission of all travel and other claims in a timely manner
8. Responsible to maintain documents and records as per QMS procedure of the department

AUTHORITY:

1. Decision on FOC Replacement, FOC Service (jointly with Branch/SEU Manager)
2. Decisions on pricing (jointly with Branch/SEU Manager)
3. Customer Entertainment (with permission from Branch/SEU Manager)

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DIMENSIONS:

Area : Regions assigned
Direct Reporters : 0
Turnover : 8% of company's services & spares turnover

PROFILE:

EDUCATION : Diploma in Mechanical/Electrical engineering from reputed institute
EXPERIENCE : Minimum 3 years as SEW branch service engineers
SKILLS REQUIRED : Customer Relationship Management, Presentation Skills, Negotiation Skills, Troubleshooting SEW/similar mechanical products, Installing & monitoring SEW/Similar CDS products & services.

S.No	Date	Remarks
1.	21.11.17	* Payment added in Point No:3 * In Authority – Branch manager is replaced with Branch/SEU Manager. * In dimensions Turnover value changed from 5 to 8%