

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No.		Next Review Apr 2025
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 00	Date (DD.MM.YY) 14.04.22	
JD	Human Resources		Compiled By AK	Approved MMD	Issued By KB

POSITION : Trainee (Offshore Enquiry Handling)

WORK LEVEL : FTE

RESPONSIBILITY :

1. Interacting with US Distributor team members and SEW India OFD team.
2. Preparing Quotations against customer enquiries with due consultation with respective US and Indian COH team.
3. Preparing and Reviewing the quotations prepared in SAP with respect to Enquiry placed at Drive Post. Check technical specifications before entry in SAP.
4. Replying to queries from US distribution team or customer directly.
5. Production / Spare quotation / order processing in SAP for respective US assembly plant. Checking the possibility of the product can be delivered from a particular plant or not and then selecting the one with availability.
6. Coordinating with US technical team for commercial and technical clarification in the Quotation /sales order.

AUTHORITIES

1. Entering Customer Offers /Quotations and orders in CRM/SAP from Drive post US

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No.		Next Review Apr 2025
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 00	Date (DD.MM.YY) 14.04.22	
JD	Human Resources		Compiled By AK	Approved MMD	Issued By KB

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 English and fluency, MS Office.