

SEW EURODRIVE		HUMAN RESOURCES	Reference No. 21T5		Next Review Aug 2025	
SEW-EURODRIVE Ind Pvt Ltd			JOB DESCRIPTION		Revision No. 0	Date 10.05.18
JD	Human Resources				Compiled By JD-2432	Approved By JD-2001

POSITION : Trainee - Production and Service (IG)

WORK LEVEL : Trainee

RESPONSIBILITY

1. Assembly & Service of units as per planning
2. Follow standard assembly procedures & techniques.
3. Communicate for shortages of material & daily output and pending jobs.
4. Up keeping work station, tools & equipment's and Maintaining housekeeping standard.
5. Verification of technical document and part for part number before assembly.
6. Follow safety rules while working.
7. Inform about damaged components – tools.
8. Maintain Quality Management System as applicable.
9. Authorized to stop assembly if found any non-conformity during assembly .Report to Asst- Manager executive – Production –IG - JD-2142.
10. Attending inter Department Service/ Modification job as per SRF received from sales /OFD/Material. Report to Assistant Manager/Engineer - Plant Service (IG) - JD 2444.
- 11 . Disassembly of In house service / or Disassembly order from sales /OFD/Material- Report to Assistant Manager/Engineer - Plant Service (IG) - JD 2444.

PROFILE:

EDUCATION : Diploma in Mechanical Engineering

EXPEREINCE : 0 – 2 years in engineering industry
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Skill required : Understanding of Engineering drawings & Specification, conceptual Knowledge of assembly, Use of measuring instruments.