

SEW EURODRIVE		HUMAN RESOURCES	Reference No. 24T1		Next Review Aug 2025
SEW-EURODRIVE Ind Pvt Ltd			JOB DESCRIPTION	Revision No. 1	Date 19.04.23
JD	Human Resources			Compiled By JD-2431	Approved By JD-2001

POSITION : Trainee – Plant Service (GM)

WORK LEVEL : FTE

RESPONSIBILITY :

1. Entry of all in-house repair cases in SRS and storage of units in proper location, updating of in-house location sheet.
2. Disassembly-assembly of customer repair units as per schedule given by supervisor.
3. Value added activities in spares under service orders as per schedule given by supervisor and updating records in PLO.
4. Disassembly of units from FG stock/ZRET stock as per disassembly order.
5. Verification of component as per MRR and given to WH after approval from responsible person
6. DIB motor modification as per SRF received.
7. Interdepartmental modification/support activities as per SRF received.
8. Preparation of customer unit for third party job work activities. (i.e Sand blasting, Shaft Cutting)
9. Replacement activity of waste oil collection drum in coordination with WH team and maintaining records.
10. Preparation of inspection report for customer rejected unit/component and sending report to WH team.
11. Scanning and uploading test records in PLO.
12. Service area arrangement for WIP/Incoming units, Tools and instrument arrangements.
13. Co-ordination activities with packing team for sending unit back to customer without repair/instrument to vendor/Interplant transfer.

PROFILE:

EDUCATION : Diploma in Mechanical / Electrical Engineering from reputed institute.

EXPERIENCE: 0-2 years in the engineering industry.