


<div>SEW EURODRIVE</div>		<div>HUMAN RESOURCES</div> <div>JOB DESCRIPTION</div>	Reference No. 4542		Next Review Aug 2025
SEW-EURODRIVE Ind Pvt Ltd			Revision No. 3	Date 01.11.24	
JD	Human Resources		Compiled By JD-4531	Approved By JD-4001	Issued By JD-4531

POSITION : ASSISTANT MANAGER/EXECUTIVE - TALENT DEVELOPMENT**WORK LEVEL: 04****RESPONSIBILITY:**

1. Planning, organizing & coordination of all corporate training program with plant HR responsible.
2. Searching, evaluating & selecting external vendors to deliver identified soft skills as per the training needs identified
3. To maintain the mandatory & TNI training database. To identify the reasons for the pending/postponed mandatory/TNI trainings & to priorities and organize the same
4. Coordinate & maintain post-training feedbacks & close the actionable points in coordination with Manager TM.
5. Data collection, compilation, validation & reporting of training effectiveness
6. Coordinate & maintain skill matrix for eligible employees
7. To update & maintain all training data in LMS
8. Maintain all training related documents such as training calendar, all training contents etc. live in drive hub
9. Maintenance of SEW India training MIS.
10. Codifying and maintaining all HR processes related to the above areas
11. Responsible to maintain documents and records as per QMS of the company for the above HR process

AUTHORITY: Nil

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DIMENSIONS:

1. Direct reportees : Nil
2. No of employees : As per organization chart
3. Locations : all India
4. Training Mandays : 5 days per employee per year

PROFILE:

EDUCATION : Graduation in any stream or Masters Degree. MBA with HR
Specialization will be added advantage

EXPERIENCE : 2 – 3 years of experience in Recruitment, Training & development

SKILLS REQUIRED : Analytical skill, Database management.

Revision No.	Revision Date	Revision
1	01.04.23	JD modified as per current practice
2	01.09.23	JD Education modified
3	01.11.24	JD modified as per current practice