

SEW EURODRIVE		HUMAN RESOURCES	Reference No. 46T1		Next Review Aug 2025
SEW-EURODRIVE Ind Pvt Ltd			Revision No. 2	Date 01.07.21	
JD	Human Resources			Compiled By JD-4131	Approved By JD-4001
		JOB DESCRIPTION			

POSITION	:	Trainee – Destuffing
Work Level	:	Trainee
RESPONSIBILITY	:	
		<ol style="list-style-type: none"> 1 Timely unloading of incoming Goods. 2 Give intimation to Supervisor for any damage OR short receipt material and kept at the define location into the warehouse. 3 Stack the material into incoming good racks and then do de- stuffing of each box one by one. 4 While de-stuffing necessary Rust Preventive Treatment carried out on the Critical Parts (i.e. Shafts, Rotors, Wheels, etc.) before de-stuffing into warehouse. 5 Before de-stuffing the necessary FIFO Labeling done after completion of RPO Treatment on the Parts. 6 For Specialty Parts concern with Supervisor before de-stuff into the warehouse to define the Location into the warehouse and also into the System. 7 Daily remove Scrap the Empty Boxes outside the warehouse. 8 Do necessary Quantity inspection before Handling over to the QC Department for the Local Goods (i.e Shafts,Torque arm,Circlip etc.). 9 Maintenance of Quality Manual System.
AUTHORITIES	-	nil
DIMENSION		
Direct Reportees	-	0

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PROFILE:

EDUCATION : ITI in any trade or 12th Or 10th Pass from recognized institute.

EXPERIENCE : Fresh or min. 1 – 2 years in the similar field or in the engineering industry.

SKILLS : Loading / unloading. Overview of KANBAN / FIFO would be an
REQUIRED added advantage.

Revision History...

Revision No	Date	Revision
01	10.01.17	10 th pass qualification added
02	01.07.2021	Point 8 changes done