

<b>SEW EURODRIVE</b>		<b>HUMAN RESOURCES</b>	Reference No. 8142		Next Review Aug 2027
SEW-EURODRIVE Ind Pvt Ltd			Revision No. 2	Date 01.07.23	
JD	Human Resources			Compiled By JD-6001	Approved By MD
		<b>JOB DESCRIPTION</b>			

**POSITION : ASSISTANT MANAGER / EXECUTIVE – SALES END USER (Resident)****WORK LEVEL: 04****RESPONSIBILITY:**

1. Building the SEW & LCS brand and value proposition in the market
2. Achieving sales targets to EU customers for the products & services assigned
3. Collection of payment, receivables and statutory forms
4. Coordinating with OFD and Service Dept to complete service jobs and spares supply.
5. Passing of sales information for full units sales to the sales team.
6. Managing and developing relationships with customers
7. Forecasting and reporting of sales, trends and competitor activities
8. Submission of all travel and other claims in a timely manner
9. Responsible to maintain documents and records as per QMS procedure of the department
10. Administration of accounts for self

**AUTHORITY:**

1. Decision on FOC Replacement, FOC Service (jointly with Branch/SEU Manager)
2. Decisions on pricing (jointly with Branch/SEU Manager)
3. Customer Entertainment (with permission from Branch/SEU Manager)

**DIMENSIONS:**

Area : Branch/Branches assigned  
 Direct Reporters : 0  
 Turnover : 8% of company's services & spares turnover

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**PROFILE:**

**EDUCATION** : Diploma in Mechanical/Electrical engineering from reputed institute

**EXPERIENCE** : Minimum 3 years as SEW branch service engineers or equivalent experience in spares and service Sales to EU customers.

**SKILLS REQUIRED** : Customer Relationship Management, Presentation Skills, Negotiation Skills, Troubleshooting SEW/similar mechanical products, Installing & monitoring SEW/Similar products & services

Revision No	Date	Revision
01	01.07.21	JD Revisited
02	01.07.23	JD Revisited