

<b>SEW EURODRIVE</b>		<b>HUMAN RESOURCES</b>  <b>JOB DESCRIPTION</b>	Reference No. 61T1		Next Review Aug 2023
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 0	Date (YY.MM) 27.01.11	
JD	Human Resources		Compiled By Br.Mgr	Approved Rg.Mgr	Issued By KB

**POSITION : GRADUATE ENGINEER TRAINEE – TECHNICAL SALES**

**WORK LEVEL: TRAINEE**

**RESPONSIBILITY:**

1. Building the SEW brand and value proposition in the market
2. Achieving sales targets to OEM/EU customers assigned
3. Generate weekly customer visit report and submit to respective Branch Manager
4. Submit weekly customer visit plan to respective Branch Manager.
5. Ensuring service and application support to customers assigned
6. Collection of receivables and statutory forms
7. Managing and developing relationships with customers
8. Forecasting and reporting of expecting orders.
9. Submission of all travel and other claims in a timely manner.
10. Updating customer details in the internal database system
11. Responsible to maintain documents and records as per QMS procedure of the department

**AUTHORITY:**

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**DIMENSIONS:**

Area : Region Assigned

Direct Reporters : 0

**PROFILE:**

EDUCATION : Graduate in Mechanical/Electrical/Electronics engineering from reputed institute

EXPERIENCE : Fresh Graduate with minimum 60% marks in academics

SKILLS REQUIRED : Communication Skill, Presentation Skills