

SEW EURODRIVE		HUMAN RESOURCES	Reference No. 21T2		Next Review Aug 2025
SEW-EURODRIVE Ind Pvt Ltd			Revision No. 1	Date 12.12.16	
JD	Human Resources			Compiled By JD-2131	Approved By JD-2001/ 2002/2003
		JOB DESCRIPTION			

POSITION : Trainee – Production (GM)

WORK LEVEL : Trainee

RESPONSIBILITY

1. Perform assembly of units as per given schedule.
2. Follow standard assembly procedures & techniques.
3. Communicate for shortages of material.
4. Part picking from the locations as needed.
5. Communicate for daily output and pending jobs.
6. Up keeping workstation, tools & equipment's.
7. Part verification before assembly.
8. Follow safety rules while working.
9. Inform about damaged components – tools.
10. Maintain good housekeeping standards.
11. Maintain Quality Management System as applicable.
12. Authorized to stop assembly if found any non-conformity during assembly.
13. Authorized to release unit for testing.

PROFILE :

EDUCATION : Diploma in Mechanical / Electrical / Automobile Engineering or ITI

EXPERIENCE : 0 – 2 years in engineering industry

Skill required : Understanding of Engineering drawings & Specification, conceptual knowledge of assembly, Use of measuring instruments

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Revision History...

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01	12.12.16	ITI qualification added & Automobile branch added in Diploma