

<b>SEW EURODRIVE</b>		<b>HUMAN RESOURCES</b>	Reference No. 6143		Next Review Aug 2025
SEW-EURODRIVE Ind Pvt Ltd			<b>JOB DESCRIPTION</b>	Revision No. 0	Date 27.01.11
JD	Human Resources			Compiled By JD-6131	Approved By JD-6001/ 6002

**POSITION : ASSISTANT MANAGER / EXECUTIVE – TECHNICAL SALES (Resident)**

**WORK LEVEL: 04**

**RESPONSIBILITY:**

1. Building the SEW brand and value proposition in the market
2. Achieving sales targets to OEM/EU customers in the area assigned
3. Ensuring service and application support to customers in the area
4. Achieving profitability targets given by the branch manager
5. Controlling of receivables
6. Timely collection of statutory forms
7. Identification and encashment of project business
8. Managing and developing relationships with customers
9. Forecasting and reporting of sales, trends and competitor activities
10. Development of distribution channels
11. Sales promotional activities like technical seminars, presentation
12. Administration of accounts for self
13. Responsible to maintain documents and records as per QMS procedure of the department

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**AUTHORITY:**

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

**DIMENSIONS:**

Area : Region assigned  
 Direct Reporters : 0  
 Turnover : 2% of company's turnover

**PROFILE:**

EDUCATION : Graduate in Mechanical/Electrical/Electronics engineering from reputed institute  
 EXPERIENCE : Minimum 2 years and above in selling similar products  
 SKILLS REQUIRED : Customer Relationship Management, Sales skill, Presentation Skill, Negotiation skill