

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 7148		Next Review Aug 2023
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 0	Date (YY.MM) 16.07.18	
JD	Human Resources		Compiled By SV	Approved By MJA	Issued By KB

POSITION: Assistant Manager/Executive - Design

WORK LEVEL: 4

RESPONSIBILITY:

1. Prepare layout diagram of the given mechanical, electrical, plant layout, structures, components and devices.
2. Produce design diagram according to the given specifications. Assist and coordinate with MMHS manager & project team.
3. Prepare diagrams for sheet metal components.
4. Prepare diagrams for mechanical/electrical devices & its installation. Calculate dimensions, allowance with accurate precision.
5. Responsibilities included drafting, forecasting, scheduling and preparing project submittals.
6. Prepare readily presentable Autocad drawing of the given Hand sketch.
7. Prepare landscape plans with standards for all drawings including field notes for clients.
8. Responsible for all phases of project planning and design from initial site visit to as built and drafting.
9. Participate in project meetings and layout discussions as required.
10. Performs other duties and responsibilities as may be assigned from time to time

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DIMENSIONS:

Area : All India

Value : 10 MINR

PROFILE:

EDUCATION: BE/Diploma Graduate (mechanical Engineering)

EXPERIENCE: Min. 1 – 2 years in the field of draftsman/ layout design /Equipment design plant in Engineering Industrial automation.

SKILLS:

- Software Knowledge:
 - AUTOCAD (Mandatory)
 - Solid works (Mandatory)
 - CATIA / ANSYS (Preferred)
- Good knowledge of engineering/design scope, job working instruction / procedures, Ability to follow verbal and or written instructions.
- Good report writing abilities for the project
- Ability to establish and maintain working relationships with co-workers
- Strong team work attitude and ability to motivate the team members, significant communication skills, problem solving attitude, fast and multi-task execution capabilities, strong analytical mind set and imaginative problem solving ability

WORK CONDITIONS:

- Travel: Is necessary in order to visit sites for layout study and layout preparation.
- Working hours: Are typically standard office hours, but strict deadlines mean longer hours; weekends and being on-call are all possible.