APPOINTMENT

Engagement of "RESIDENT REPRESENTATIVE" on contract basis

Westinghouse Saxby Farmer Limited(A Government of West Bengal Company) invites applications for the post of "Resident Representative" on Contractual basis initially for a period of Two Years (extendable). The details are given below:-

1. Post — Resident Representative
2. Academic Qualification — Minimum Graduate in any discipline
3. Age — Between 40 to 45 years (may be relaxed for suitable candidates)
4. Experience — Minimum 5 years Techno-Commercial experience in handling Indian Railways
5. Remuneration : Consolidated remuneration (Negotiable), commensurate with qualification and experience
6. Job responsibilities :

i) To survey ICF,BEML and respective Railway car-sheds etc. and to find out the business opportunities and accordingly interact with respective officials to generate order for WSF.
ii) To inform and report to Sales Office at Kolkata all tendering information and details from respective customers and to follow up submission of tender.
iii) To attend tender openings & submit tender reports and also to attend pre bid and other meetings and / or otherwise and provide commercial/ technical clarification to customers whenever required or as advised by WSF.
iv) To make tender analysis for each tender vis-a-vis offers from competitors and submit report to Sales Office at Kolkata.
v) To secure orders against submitted quotations and suggest WSF accordingly for exploring more orders from allotted customers through local newspapers and direct instructions from car-sheds, work shops and indenters and execute any other assignment as may be necessary in the interest of the company.
vi) After supply of the concerned material at the customers end to ensure proper accounting, reporting transit damage or shortage or excess supplies to us and arrange for proper rectification/replacement at site.
vii) To ensure proper acceptance of our equipment by customers and arrange for quick issuance of Receipt Notes and send it promptly within 3 days of releasing the receipt note.
viii) To submit bills to the customers and follow up quick release of payments from customers against our bills for supplied items and or any installation work.
ix) To report to us about the requirement of customers rates and activities. A monthly Performance Report covering all is to be furnished regularly.

The candidates fulfilling the above criteria should apply to the Managing Director, Westinghouse Saxby Farmer Limited by e-mail to **md.wsf.2019@gmail.com** within 15 days from publication of the advertisement in the news paper.