

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" at Chennai 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 or preferably diploma engineering in any discipline.
3. Age : Between 40 to 45 years (relaxible for suitable candidates)
4. Experience : Minimum 5 years Techno-Commercial experience in handling the activities of any coach builders of IR.
5. Remuneration : Consolidated remuneration (Negotiable),
6. Job responsibilities :
 - i) To survey ICF, BEML and respective Railway car sheds in that zone and to find out the business opportunities and accordingly interact with respective officials to generate order for WSF. He has to regularly interact with the installation and commissioning work of brakes and couplers with the officials of ICF and to act accordingly with our installation team.
 - 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 prebid and other meetings and provide commercial/technical clarification to customers 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 and direct instructions from car sheds, work shops etc.
 - vi) After supply of the materials at the customers end, he has to ensure its proper accounting, transit damage if any or shortage or excess supplies and arrange for proper rectification/replacement at site if required.
 - vii) To ensure quick acceptance of our equipment by customers and arrange for quick issuance of Receipt Notes and to be sent it promptly within 3 days of releasing the receipt note to Kolkata office.
 - viii) To submit bills to the customers and its follow up for quick release of payments from customers against our bills for supplied items and or any installation work if due.
 - ix) To report us about the requirement of customers, their expectations etc.
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.2021@gmail.com within 30/04/23.