

## **Job Description**

**Job Title / Designation:** CSD Executive

### **Job Purpose**

- Converting customers orders in to a defined format, making drawings and PI and suggest feasibility.

### **Qualification:**

Diploma in Mechanical Engineering, Certified AutoCad operator, 0-3 years of experience

### **Specific Skill sets / Knowledge required:**

#### **A. Technical**

- AutoCad
- Microsoft Office (Excel)

#### **B. Behavioral (Soft-Skills)**

- Communication Skills
- Attention to details
- Learning Aptitude
- Team Player
- Customer orientation

### **Key Responsibilities:**

- Convert orders from customers into standard format and make drawing etc.
- Make PI and get approval from customer and then release for production
- Receive and verify customer claims and forward to the concerned people.
- Coordinate with Customer , PPC, Logistics, and sales to answer their queries both technical and non technical.

### **Key Relationships / Contacts:**

- Sales Team, FIR Manager, HR Manager, Production Team,Customers.

### **Critical Success Factors:**

- To make error free PI and drawing
- Resolve customer queries and provide latest update on order status

Kindly mail your CV to [Tanushree.agarwal@aisglass.com](mailto:Tanushree.agarwal@aisglass.com)

Regards,  
AIS Recruitment Team