



Tel: +91-124-4084599  
URL:

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### Job Description

Format No: CHK/HR/REC/002

#### Company Introduction:

Chakr Innovation is a Series-B funded cleantech start-up founded by graduates from IIT Delhi. We aspire to be the most innovative and successful clean-tech company in the world and are working on multiple technologies to improve air quality and reduce carbon emissions from various sources. One patented technology, that we have already commercialized, reduces particulate matter emissions from diesel engines. Chakr Innovation is the first and only brand in the country to have the type-approved Retrofit Devices for Diesel Generators.

The technology is being used by 70 plus corporations across India including Coca-Cola, Toshiba, Kellogg's, Reliance Industries, Reckitt Benckiser, Asian Paints, Tata Group, Mahindra Group, Indian Army, and many more. We are in the process of developing multiple other technologies in the cleantech sector and want to accelerate the world's transition to clean and carbon-neutral technologies. We have grown from 2 founders to a team of over 125 full-time employees and have set up our manufacturing and R&D unit in Pune. We currently have offices in Gurgaon and Chennai and are aggressively expanding to other geographies. We have also been recognized and awarded by multiple national and international institutions including Forbes 30 Under 30, United Nations, the University of Chicago, the American Society of Mechanical Engineers, General Atlantic, Niti Aayog, and many more.

You can learn more about our work here: <https://www.youtube.com/watch?v=5-Xyc3kQa14>

#### Job title (designation & department):

Designation: Battery Engineer- Modelling

Department: New Product Development

#### No of positions:

1

#### Location:

Gurgaon

#### Roles & responsibilities:

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- Being responsible for creating sales quotation.
- Good knowledge of GeM Portal & other govt portals.
- Good communication skills
- Strong process, organization and coordination skills with the ability to multitask on several different bids as per requirement.



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- Chi** • High proficiency with tools such as Microsoft Word, Excel, Power Point, Teams, Google Drive  
Rev etc
- Good presentation and interpersonal skills.
  - Review & Analyze tender documentation.
  - Completing the tender document (Technical & financial part)
  - Vendor registration
  - Having responsibilities regarding pre & post sales.
  - Tender Evaluation, preparation and online bidding, screening of new tenders, study of tender/RFP documents to check the eligibility prequalification, technical qualification, and scope of work etc.
  - work closely with sales team to provide products business and technical inputs, providing presales support to the sales team during RFI-REP Stages.

**What we look for:**

- Bachelor's degree or equivalent experience
- 3+ years' experience
- Experience working with Zoho or similar CRM