

Position Title: Inside Sales Engineer Department: Manufacturing Sales Engineering Reports To: Director of MFG Sales		
Level: Entry	FLSA Status: Salary Exempt	Supervisory Requirements: N/A
Position Summary: The Sales Engineer is responsible for the preliminary design of our manufactured systems. This includes process design, estimating, and technical writing in regards to various standard products and custom water treatment systems. This role supports the department in its interaction with clients and our internal production engineering team		
Essential Functions:		
<ul style="list-style-type: none"> • Generate quotes and cost estimates in a timely basis • Maintain email correspondence with internal and external stakeholders • Communicate effectively with design firms and end users (Engineered Specifications & Preliminary Design work). • Support customer inquiries by fielding calls/emails while being a source of information and problem solving to customers. • Develop design alternatives when necessary and have the ability to clearly communicate the reasons for the design alternatives. • Problem-solve engineered solutions within a variety of constraints (budget/cost, available resources/utilities, space/footprint, time, etc.). • Prioritize and multitask during high work volume periods • Continuously communicate with the team to complete individual and group tasks 		
Knowledge & Skills:		
<ul style="list-style-type: none"> • Problem Solving • Logical thinking • Multi-tasking • Time management • Presentation Skills • Excellent Written and Verbal Communication • Self-starter • Organization • Team- oriented • Strong public relations skill set • Desire and aptitude to grow skill set and increase knowledge 		
Minimum Qualifications:		
<ul style="list-style-type: none"> • Bachelor's degree in Engineering from an accredited institution • 0-2 years of experience involving sales/design/estimating and customer support. • Adept in engineering problem solving 		
Physical Requirements:		
<ul style="list-style-type: none"> • Must be able to lift 10 lbs. unaided • Must be able to sit for long periods of time • Must be able to type, bend and reach • Must be able to travel at least 5% of the time. 		
Environment:		
<ul style="list-style-type: none"> • Typical professional office setting • Exposure to industrial conditions when visiting customers and touring their facilities • Routinely use standard office equipment including phones, computer, copiers, printers, etc 		

- Must contribute to a positive working environment

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

This document does not create an employment contract, implied or otherwise other than an "at will" relationship.

Employee Signature

Employee Name (Printed)

Date

Manager Signature

Manager Name (Printed)

Date
