

Position Title: Process Solutions Engineer			Department: Distribution Sales			Reports To: Process Solutions Manager		
Level: Entry			FLSA Status: Hourly Non-Exempt			Supervisory Requirements: N/A		
Position Summary: Provide distributed products with technical support, including making timely engineered product selection for various products including but not limited to pumps, instrumentation, and valves. Requires active listening and clear communication with the customer, vendor, and other teams within Burt Process.								
Essential Functions:								
<ul style="list-style-type: none"> • Thorough understanding of various product technologies and product lines/offerings in order to be able to provide quick and accurate support to customers and other BPE staff. • Select correct products based upon customer requirements- can be generated by verbal or email communication and includes formal bid specification packages. • Ability to understand technical product and process specifications along with technical Process & Instrumentation Diagrams, , CAD, and layout drawings where applicable. • Communicate with customers effectively during design and procurement to ensure it goes smoothly, ensuring customer deadlines are met. • Utilizing CRM software and available Tech Stack to track all technical work and communications. 								
Knowledge & Skills:								
<ul style="list-style-type: none"> • Problem Solving • Logical thinking • Multi-tasking • Time management • Presentation skills • Technical Capabilities • Excellent Written and Verbal Communication • Foresight • Project Management • Organization • Team- oriented • Adapt to various levels of customers and co-workers to create a team atmosphere 								
Minimum Qualifications:								
<ul style="list-style-type: none"> • Bachelor's in engineering is preferred but not required. (Mechanical or Chemical preferred). • 0-10 years in a related role, Sales experience preferred. Project Management and Bid-Spec work a plus. • Knowledge of general mechanical and chemical engineering principles, specifically including fluid mechanics, dynamics, heat transfer, chemical compatibility, safe handling practices, and piping systems. • Comfortable with computers/software including MS Office Suite, Adobe Acrobat, Browser based tools 								
Physical Requirements:								
<ul style="list-style-type: none"> • Must be able to lift 10 lbs. unaided • Must be able to sit for long period of time • Must be able to type, bend and reach • Must be able to travel approximately 5% of the time 								
Environment: Full Time Office or Full Time Remote (Location, Experience, and Preference considered)								
<ul style="list-style-type: none"> • Typical professional, office setting. • Exposure to industrial conditions when visiting customers and touring their facilities. • Must be able to handle varying levels of stress. • Routinely use standard office equipment such as computers, phones, copiers, printers, fax machines, etc. 								

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