

<b>Position Title:</b> Sales Engineer	<b>Department:</b> Engineering	<b>Reports To:</b> Director of Manufacturing Sales
<b>Level:</b> Entry	<b>FLSA Status:</b> Salary Exempt	<b>Supervisory Requirements:</b> N/A
<p><b>Position Summary:</b> The Sales Engineer is responsible for the preliminary design of Burt Process Equipment's manufactured systems. This includes process design for various system. This role's activities provide a direct source for our customer base and outside sales force to refer to for technical expertise and guidance for project &amp; system design recommendations.</p>		
<p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>• Generate quotes and cost estimates in a timely manner</li> <li>• Maintain email correspondence with internal and external stakeholders.</li> <li>• Communicate effectively with design firms and end users (Engineered Specifications &amp; Preliminary Design work).</li> <li>• Support customer inquiries by fielding calls while being a source of information and problem solving to customers.</li> <li>• Develop design alternatives when necessary and clearly communicate the reasons for the design alternatives.</li> <li>• Problem-solve engineered solutions within a variety of constraints (budget/cost, available resources/utilities, space/footprint, time, etc.).</li> <li>• Prioritize and multitask during high volume periods and maintain customer patience</li> <li>• Continuously communicate with the team to resolve customer needs and proactively manage workload.</li> <li>• Propose final buy and competitive pricing to customers.</li> <li>• Utilize Salesforce CRM software to track all technical work and communications.</li> </ul>		
<p><b>Knowledge &amp; Skills:</b></p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Problem Solving</li> <li>• Logical thinking</li> <li>• Multi-tasking</li> <li>• Time management</li> <li>• Presentation Skills</li> <li>• Technical Capacity</li> <li>• Excellent Written and Verbal Communication</li> <li>• Self-starter</li> <li>• Organization</li> <li>• Team- oriented</li> <li>• Strong public relations skillset</li> <li>• Desire and aptitude to grow skillset and increase knowledge</li> </ul>		
<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Engineering from an accredited institution</li> <li>• 0-2 years of experience involving sales/design/estimating and customer support.</li> <li>• Familiar with chemistry/kinetics, fluid dynamics, thermodynamics</li> <li>• Adept in engineering problem solving</li> <li>• General familiarity with plumbing codes, assorted environmental regulations for air and water permitting and discharge</li> <li>• Knowledge of ASME and AWS plastic and metal welding standards, ACGIH ventilation standards, and UL/CE electrical requirements.</li> </ul>		
<p><b>Physical Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must be able to lift 10 lbs. unaided</li> <li>• Must be able to sit for long periods of time</li> <li>• Must be able to type, bend and reach</li> <li>• Must be able to travel at least 5% of the time</li> </ul>		
<p><b>Environment:</b></p> <ul style="list-style-type: none"> <li>• Typical professional office and shop setting</li> <li>• Exposure to industrial conditions when visiting customers and touring their facilities</li> <li>• Routinely use standard office equipment including phones, computer, copiers, printers, etc</li> <li>• Must contribute to a positive working environment</li> <li>• Must be a team player</li> </ul>		



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.

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

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Employee Signature

Employee Name (Printed)

Date

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Manager Signature

Manager Name (Printed)

Date

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