

JOB DESCRIPTION

Job Title: APPLICATIONS ENGINEER

Reports to: Applications Manager

Department: Operations

Classification: Exempt

Division: Cryodynamics

Date: 12-March, 2015

Approved: Mark Simon

JOB SUMMARY:

The Applications Engineer is responsible for technical selection as well as initial commercial preparation of proposals. Through the selection process and preparation of proposals, the applications engineer is required to utilize several tools as well as knowledge and understanding of our equipment design to make a proper selection. Interface with inside sources such as project engineering, project management, quality assurance, and purchasing will be required to support the proper selection and implementation of a project. Reading and interpreting detailed project specifications is required. The Applications Engineer is responsible for preparing budgets using specified tools and knowledge and understanding of the product being quoted. Effective and regular communication by phone, e-mail, or meeting with external customers as well as sales managers and internal customers is required.

SPECIFIC RESPONSIBILITIES:

1. Initiate and prepare RFQ's based on customer's needs and specifications.
2. Make equipment selections to meet customer requirements and meet EIC's good engineering practices.
3. Cross-functional coordination with other departments will be required to make selections.
4. Develop preliminary design plans for technical and commercial proposal preparation.
5. Prepare budgets for quotations as required.
6. Prepare Handover documentation when orders are received.
7. Enter Customer Orders into ERP/MRP system when a purchase order is received.
8. Assist to establish standardized proposals.
9. Perform Export Screening prior to submittal of each proposal and prior to handover.

10. Maintain communication with customers, agents, etc. on both commercial and technical matters.
11. Interpret and/or utilize internal and external resources to verify specifications and take deviation/exceptions as per EIC policy or direction from VP-Operations.
12. Account for items used in budgets, and translate requirements into a deliverable scope of supply.
13. Assist in the Operations Department for all other miscellaneous tasks required.
14. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
15. Perform other duties as assigned.

QUALIFICATIONS:

1. BSME, BSCE or equal job experience.
2. Applications experience with centrifugal pumps preferred.
3. Good communication skills, both verbal and written.
4. The following are the computer skills required for this position.

Application	Skill Level		
	Basic	Intermediate	Advanced
Windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IFS and SalesForce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: See Computer Skills Matrix Guide