



## INTERN - SALES ENGINEER

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<b>DEPARTMENT:</b>	Sales	<b>REPORTS TO:</b>	Sales Manager
<b>DIVISION:</b>	Foundry	<b>FLSA STATUS:</b>	Nonexempt
<b>JOB CODE:</b>	9000	<b>EFFECTIVE DATE:</b>	9/24/24

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### JOB SUMMARY

Gain entry-level experience by learning, applying, and performing Sales Engineering related functions, as assigned, while actively engaged and participating in a seasonal/temporary internship program. Support the Sales and Operations departments by assisting with market and customer research, evaluating sales performance, prospecting new business opportunities, and handling administrative tasks such as trip expense reports.

### QUALIFICATIONS

#### Education/Experience

High School Diploma and currently enrolled and pursuing a degree in Business, Engineering, Manufacturing Operations, or a related field, plus one (1) year of completed course studies in area of emphasis.

Experience with Customer Relationship Management (CRM) software, a plus.

#### Knowledge/Skills/Abilities

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations. Progressive thinker, flexible and team oriented.

**Communication Skills.** Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs. Ability to exhibit and maintain a persuasive and credible presentation style.

**Computer/Applications Skills.** Proficient computer skills using a variety of software applications systems. Strong working knowledge of Microsoft Office Products such as Word, Excel, Project, etc.

**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to demonstrate strong customer focus skills. Ability to learn about and apply technical products to various industrial manufacturing processes.

**Professional Investment.** Demonstrated commitment to own personal professional development and learning.

**Travel.** Ability to travel domestically up to 10% by land or air. Valid ID or ability to obtain.



## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Actively engage and work in partnership with plant leadership and support personnel to understand manufacturing processes, varying from engineering, purchasing, production, and distribution.
2. Learn and support Sales Engineering responsibilities and functions, including but not limited to:
  - a) Participating in job shadowing of Sales Engineers to ascertain a realistic job preview.
  - b) Conducting market and customer research activities, utilizing the web, Customer Relationship Management (CRM) software, and various business publications.
  - c) Evaluating sales performance results against sales targets, and presenting findings/conclusions.
  - d) Assisting with prospecting new business opportunities.
  - e) Generating sales trip/expense reports.
3. Create and/or attend mock proposal meetings, and participate in Sales calls with Sales Engineers and management.
4. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
5. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
6. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
7. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
8. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
9. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
10. Perform other tasks as assigned.

## **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

Must be able to sit for long periods-of-time, bend, and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

## **WORKING ENVIRONMENT**

While performing the essential responsibilities of this position, Team Member generally will work in an office environment, with occasional work in an industrial manufacturing environment, where moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard walking surfaces for standing and walking, and moderate amounts of airborne graphite dust, are present. Personal Protective Equipment (PPE) such as approved footwear, respirators, safety glasses/goggles, etc., may be required.



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Team Member's Signature

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Date

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Manager's Signature

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Date