



PRODUCT MANAGEMENT INTERN

DEPARTMENT:	Global Product Management	REPORTS TO:	Global Product Manager
DIVISION:	Corporate	FLSA STATUS:	Nonexempt
JOB CODE:	9000	EFFECTIVE DATE:	02/12/2024

JOB SUMMARY

Assist and work in conjunction with Global Product Managers on engineering projects related to aluminium filtration products, fluxes, refining agents, technical ceramics, and more. Research material extraction and production processes to estimate the carbon footprint of various chemicals, refractory aggregates, or semi-finished goods. Assist in formulating the methodology for product life-cycle assessments.

QUALIFICATIONS

Education/Experience

Pursuing a degree from an accredited program; either undergraduate or graduate level. Completion of second year or higher is preferred. Preference given to technical degrees, such as Environmental, Mechanical, Manufacturing or Chemical Engineering.

Minimum overall GPA 2.80 required.

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.

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.

Computer/Applications Skills. Proficient in Excel with knowledge of other Microsoft products. Skill in entering data into spreadsheets. Ability to read and comprehend dimensional callouts and tolerances on manufacturing drawings.

Analytical Skills. Ability to use information/data and various metrics. Ability to define problems, collect objective data, establish facts, and draw valid conclusions. Skill in using logic and reasoning to identify and solve problems or answer questions.

Interpersonal Skills. Ability to develop constructive and cooperative working relationships with others.

Scientific Skills. Working knowledge of the scientific method, as well as chemical composition, structure, and properties of substances, including the safety of chemical interactions and proper disposal methods. Basic understanding of experimental, theoretical, or practical application of chemistry and related sciences. Ability to read and comprehend manufacturing drawings and tolerances.

Project Management. Working knowledge of principles of project management including the project planning process and the methods and importance of updating the status of assigned tasks. Ability to collaborate and communicate project requirements and objectives to other stakeholders. Skill in monitoring project milestones and deliverables.

Core Business Skills- Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources



effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Collaborate effectively with technical experts to document proper design characteristics of a new metal filtration technology.
2. Coordinate remotely with an internal research and development (R&D) center regarding study evaluating mechanical properties of a material under different environmental conditions.
3. In partnership with Global Product managers, conduct a process analysis specifically involving studying impurity buildup from a recycle stream.
4. Assist with the creation and publishing of technical marketing materials, this will require understanding products at a technical level and coordinating with the marketing team to ensure updates are made.
5. Partner with the Sustainability team to finalize methodologies for life-cycle assessment. Document the process to be leveraged company-wide and in collaboration with production and sales teams. Research cradle to gate process for raw materials in order to accurately estimate carbon footprint.
6. 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.
7. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
8. 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.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
12. 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.

Team Member's Signature

Date

Manager's Signature

Date