



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: **Proposals Engineer**
/ Tendering Engineer / Applications Engineer

REPORTING TO: **Sales Manager**

RESPONSIBLE FOR: **N/A**

JOB SUMMARY:

The Proposals Engineer will provide timely, accurate quotations for blower packages through interpretation of application requirements, dealing with technical and commercial queries whilst providing a high-quality service to global customers.

MAIN DUTIES OF JOB:

- Reading customers' enquiries, including data sheets, project specifications, piping and instrumentation diagrams (P&IDs), and terms and conditions.
- Liaising with the blower engineering department to discuss blower design and to estimate material costs, labour and lead time.
- Liaising with the design department to produce GA drawings and P&IDs.
- Liaising with the project engineering department and the production department to discuss available resources and to estimate labour and lead time.
- Liaising with the quality department to keep procedures (enquiry; sales order), templates (commercial proposal, technical description, costing) and other quality documents related to sales up to date.
- Selecting appropriate materials of construction, flow control, sealing systems, lube oil systems, cooling, acoustic attenuation and instrumentation for new blowers and blower packages, and advising customers on these according to their needs.
- Performing calculations to size equipment such as blowers, motors, auxiliary systems (e.g. ventilation and seal support), and components (e.g. bearings and electric immersion heaters).
- Performing calculations of gas densities, pressure losses, coolant flows, powers, torques, shaft stresses, lateral vibrations, sound levels.
- Writing requests for quotation (RFQs) for suppliers
- Estimating the material costs and labour needed to manufacture blower packages and calculating the selling price.
- Estimating weights, dimensions, noise levels and blower slip for new blowers and blower packages.



- Writing proposal documents and maintaining accurate records of opportunities and bids.
- Writing technical deviations and clarifications in response to customer's project specifications.
- Writing commercial deviations and clarifications in response to customer's terms and conditions.
- Attending weekly sales meetings.
- Following up on bids.
- Answering customers' technical and commercial queries.
- Attending bid clarification meetings, commercial negotiations and kick-off meetings with customers.
- Effective handover to engineering in the event of a sale.
- Supporting the blower engineering department, project engineering department, drawing department, production department and others throughout the lifetime of the project.
- Marketing: Keeping the company web site and brochure up to date. Preparing and delivering presentations.

OTHER DUTIES:

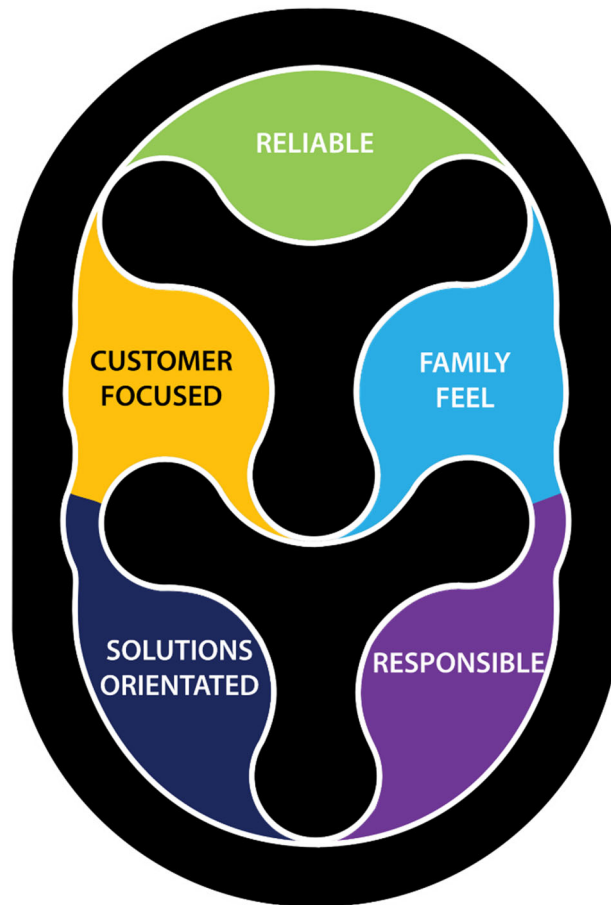
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

HEALTH AND SAFETY:

The Company has a Health and Safety Policy which outlines it's responsibilities as an employer and the responsibilities of it's employees in respect of health and safety. All employees need to be aware of this policy and comply with it's content.



COMPANY VALUES



RELIABLE

Our customers trust us because we manufacture high quality, durable and long-lasting products which continue to deliver value over their lifetime.

CUSTOMER FOCUSED

We operate globally, with local presence across 5 continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value.

FAMILY FEEL

We are proud to be a family business, we want all of our people to feel a sense of inclusion, support and belonging.

SOLUTIONS ORIENTATED

We are experts in the design and assembly of custom packages for challenging environments and work with our customers to deliver the best solution to suit their needs.

RESPONSIBLE

We are resource aware and mindful of full-life cycle costs. We are consciously developing new product applications to support a cleaner, safer, more sustainable future.



PERSON SPECIFICATION

	Essential or Desirable
Education	
Degree in a physical science, engineering or mathematics	E
Degree in chemical engineering or mechanical engineering	D
Experience and Knowledge	
Experience of working in the engineering sector (An absence of this experience indicates 'Junior Proposals Engineer')	E
Experience of working in sales or marketing (An absence of this experience indicates 'Junior Proposals Engineer')	D
Experience of working in one of the following industries: oil and gas; offshore; chemical/petrochemical; energy/power generation	D
Experience of working with rotating machinery, such as pumps, compressors, mechanical seals and their support systems	D
Experience of working with fluid handling equipment, such as piping; valves; pressure vessels; heat exchangers; measuring instruments for flow, level, pressure and temperature.	D
Understanding of manufacturing processes	D
Understanding of potentially explosive atmospheres; ATEX	D
Understanding of API standards	D
Understanding of materials (irons and steels) and their suitability for different purposes	D
Understanding of the chemical compatibility of different metals and non-metals	D
Understanding of sound and vibration; acoustic attenuation	D
Understanding of gases and thermodynamics: moles; molar mass; gas laws; vapour pressure; dew point; heat capacity; latent heat of vaporisation; enthalpy; different types of compression	D



Skills and Personal Attributes	
Commercial awareness	E
Exceptional communication skills (verbal and written)	E
Exceptional organisational skills	E
Highly numerate	E
Ability to research and manipulate numerical data	E
Ability to convert between different units of measurement.	E
Confident in the use of ICT and in particular MS Excel and MS Project	E
Self-motivated with a 'can-do' attitude	E
Team player	E
Ability to read P&IDs and other engineering documents	D