

Position Description

INTERN - SALES ENGINEERING AND DESIGN ENGINEERING

Main Objective:

Support the sales department and the design engineering department with designs, proposals and special projects as dictated by business needs. Work collaboratively with the outside sales team as a technical advisor and product advocate. Interface with other departments as required to perform job functions.

Relationships to:

Internally

Sales
Engineering
Production
Purchasing
Quality Control
Human Resources

Externally

Customers
Material Suppliers
Outside Services Contractors
Software support

Key Responsibilities and Expected Results

- Log and evaluate new inquiries
- Review request for quotation requirements
- Thermal design of shell and tube heat exchangers
- Mechanical design of shell and tube heat exchangers and pressure vessels
- Cost estimate of shell and tube heat exchangers and pressure vessels resulting from the thermal and mechanical design performed
- Prepare bid documents and pricing for proposal that result from customer supplied inquiries
- Complete contract (purchase order) review including commercial and technical compliance with bid documents and company policy
- Execution, distribution, maintenance and project management of customer orders according to established company policy and procedures
- Travel as needed for training and to support business needs.

The foregoing is an outline of your key responsibilities and expected results. Due to changing circumstances and SHECO's desire to constantly improve systems and processes, you may

be required to perform other duties deemed to be within your capacity after consultation with you.

PERSON SPECIFICATION

Education Required

Student currently pursuing a Bachelor of Science degree in either Mechanical or Chemical Engineering at an accredited college or university. Preference for students graduating in 2027 or 2028. Minimum GPA of 3.0 on a 4.0 scale required.

Experience

No experience necessary

Work Schedule Format

Part-time (10-20 hours per week) during Fall and Spring semester, approximately in line with the candidate's university or college academic calendar. Full-time (40 hours per week) during Summer. The ideal candidate would be available for multiple concurrent semesters in this position.

Knowledge & Skills

- Must be highly motivated, results oriented and a self-starter to perform in a team environment
- Strong interpersonal communication skills and ability to interact professionally with employees, customers, and contractors - in person, over the phone, and through written communication
- Read and interpret engineered equipment drawings
- General understanding of thermal engineering (completion of a heat transfer and/or fluid dynamics course preferred)
- Experience with AutoCAD preferred
- Ability to interact with varied personalities in a fast-paced environment
- Effective communication skills, both oral and written
- Thorough and detail-oriented with strong follow-through skills and abilities
- Problem Solving
- Ability to manage and prioritize multiple projects