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## Job Description: Sales Engineer - Intern

**Date:** February 26, 2014

**Reports To:** VP, Customer Service

**Direct Reports:** None

### Summary

The Sales Engineer Intern position is designed to give the incumbent a feel for what a full time Sales Engineer in training entails. The full time opportunity includes rotations in various aspects of the business in preparation for an outside Sales Engineer position. Rotations will be approximately 6 months long and will include time in Product Engineering and Inside Sales Engineering and may include time in Marketing and Customer Service as well. For the internship, due to the 10-12 week timeframe, the incumbent will focus on the area described below, giving them insight as to what to expect from a full time role.

### Responsibilities

Inside Sales Engineering:

- Support outside sales engineers in executing their territory and market plans
- Resolve internal and external technical support requests or issues related to product selection, application, specification, installation, etc...
- Build product application skills
- Prepare basic takeoffs (requires the ability to review plans and specifications, develop zone maps and accurate bill of materials.
- Build systems skills (fundamental competence with VTiger, Egnyte, and Ptree).
- Introduction to commercial processes for quotation, receipt of order, order entry, shipment and delivery of order, and resolution of return requests and quality issues
- Establish cross-functional internal network through on-the-job interactions
- Travel with experienced outside Sales Engineer to observe and learn customer interaction, presentation and territory management skills

### Qualifications

Required:

- Currently enrolled in a Bachelor's Degree Program in Electrical, Mechanical or Industrial Engineering
- Overall GPA of 3.0 or higher
- Eagerness to learn and listen carefully
- Proficient in Microsoft Office
- Working knowledge of Microsoft Visio and AutoCad
- Strong communication, Interpersonal and organizational skills
- Open to relocation for full time opportunities
- Available for Travel 25%

Preferred:

- Past work experience in a professional environment
- Graduation date between May 2015 – December 2017