

BHS Corrugated North America, Inc.

Job Description

Job Title: Project Engineer I
Department: Sales
Reports To: National Sales Manager/Project Engineering Manager

FLSA Status: Exempt
Prepared By: Chris Weaver
Approved By:
Date: 8/22/2022
Salary: \$70,000-\$80,000

Summary

The Project Engineer I is an entry level position in the project engineering department. This is either their first job out of school or their first job in the industry. This role will spend year 1 in training while they learn BHS machinery, the corrugated industry and the BHS processes. In year 2 they will start to take on small projects and support on larger projects while continuing to train under more senior project engineers. In year 3 the Project Engineer will start to manage their own projects on a larger scale. The primary goal of Project Engineer I is that by the end of year 3 they are ready to be promoted to Project Engineer II.

In all years the Project Engineer will take responsibility for ensuring that production processes are carried out according to the goals set forth by the managers and engineers. The Project Engineer I is responsible for managing projects, being the liaison between the customer, BHS Germany and contractors, and ensure customer satisfaction throughout projects.

Responsibilities

1. Provide technical knowledge to customers prior to and throughout the installation of new equipment to ensure on-time startup of equipment:
 - Generate CAD drawings of extensive machine installations for proposals and purchase orders.
 - Conduct detailed surveys of plants' floorplans, machine arrangements, and auxiliary systems.
 - Schedule comprehensive machine installations including the shut down and startup of plants.
 - Coordinate manpower according to progress of machine installations to meet milestones.
2. Once a project is assigned, the Project Engineer is required to:
 - Manage projects from purchase order to final acceptance and payment.
 - Make initial contact with customer to setup pre-installation meeting.
 - Plan and manage all aspects of projects to keep within schedules and budgets.
 - Create schedule and verify with customer and contractors.
 - Coordinate installation and all corresponding responsibilities.
 - Verify all machinery layouts and building dimensions for installation.
 - Continue to follow up with the customer until a final acceptance is received.
3. Act as the liaison between customers and BHS Germany:
 - Negotiate contracts between BHS, customers, and outside contractors.
 - Interact daily with international contacts (sales, project, design, manufacturing, shipping, service).
 - Coordinate with international logistic companies to schedule container deliveries.
 - Facilitate interaction between international contacts, outside contractors, and customers.
4. Provide exceptional customer service to ensure customer satisfaction throughout installation and upgrade projects:
 - Coordinate service interventions to maintain deadlines and customer satisfaction.
 - Provide ongoing customer support through frequent contact and on-site visits.

Requirements

1. Ideal candidate will have a minimum of a 2-year technical degree or 4 year bachelors
2. Must be a "team player" and is able to manage multiple projects simultaneously.
3. Works well independently, is personable, self-motivated, detail oriented, and has excellent written and oral communication skills.
4. Must be able to travel 50-60% of the time including weekends as on-site coverage is needed for installations.
5. Working knowledge of MS Project, AutoCAD, and Microsoft Office including Word, Excel and PowerPoint.