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## Human Resources

### Tendering (Proposal) Engineer Job Description

**Job Title:** Tendering Engineer  
**Location:** Turtle Creek, PA - USA  
**Department:** Tendering

#### Role Purpose

Review of customer Request For Quotes and/or Request For Proposal, machine and process specifications, previous test and inspection reports, and other exhibits that may be required as part of the development of costs, scope, and schedules, in order to produce proposals, bids, quotations, or other documents describing company products and services.

#### SECTION 1 – Key Responsibilities

- Develops proposals in response to a requested scope of work from a customer.
- Develops cost estimates from technical specifications for equipment and services, including tests, inspections, and repairs for rotors, stators, and excitors.
- Examines estimates of material, equipment, and production costs, performance requirements, and delivery schedules to ensure completeness and accuracy.
- Evaluates all resources required to perform the specified tasks; offers alternative solutions, when necessary.
- Reviews customer purchase orders to ensure uniformity with the quotation.
- Shows cooperation and integration with the following internal resources: Sales, Field Service, Engineering, Customer Service, and Accounting.
- Works closely with the Regional Sales Managers to create a proposal that meets the needs of the customer.
- May be required to work extended hours in order to meet customer demands.
- This job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be required of you by the Company.

#### SECTION 2 – Person Specification

##### Qualifications or Functional Experience

- Bachelor's Degree in Electrical or Mechanical Engineering from a four-year college or university, or an Associate's Degree in Electrical or Mechanical Engineering Technologies and relevant work experience in quoting or proposal writing.
- Experience in the power industry a plus.
- Valid driver's license.

##### Knowledge/Skills

- Microsoft Office Suite which includes Excel, Word and Outlook.
- BBP or similar system a plus.



## Personal Attributes

Not Applicable.

Applicants must be authorized to work in the US.

BRUSH Service reserves the right, upon a conditional offer of employment, to require the applicant to submit to and receive a negative result for drug and/or alcohol testing. In addition, employees are subject to both annual and random drug and alcohol testing during the course of employment.

It is our commitment at BRUSH US to create a diverse environment and we are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

