



**REQUISITION NO** : 2018004  
**DATE** : 28th January 2018  
**AVAILABILITY** : Immediate  
**JOB POSTING** : Proposal Engineer

**Essential Duties and Responsibilities:**

- Develop basic engineering including design, sizing and heat and mass balance of standalone components, complete gas processing plants or oil production facilities.
- Distribute and receive inputs from product specialists, legal, suppliers and direct compilation into completed technical and commercial proposals
- Assist in the economic evaluation of proposals.
- Interface with customer for bid clarifications as needed.
- Assist in post mortem meeting and apply findings into new proposals.
- Develop standard process descriptions and documents commonly use in proposals
- Develop database with equipment, balance of plant, installation, transportation and man-hour usage in the proposal phase.
- Control and monitor all costs as budgeted and other KPI's

**Required Skills or Tools:**

- Must have conceptual front end engineering of the following plants: Gas Processing Plants (Dehydration, sulfur recovery, hydrocarbon recovery and liquid fractionation), Oil Production facilities (Separation, FWKO, Crude Distillation).
- Working knowledge of HYSYS or other process simulations
- Ability to work intensely and accurately under tight time deadlines
- Must have excellent ability to communicate with clients and company personnel at all levels and disciplines.
- Ability to work with Microsoft Office products (Excel, Project, Word)
- Excellent written, oral communication and organizational skills.
- Extensive knowledge in Windows system and understanding of network.
- Working knowledge in the field of Servers, PC Laptops configuration.
- Extensive knowledge in Windows 2000, MS Office 2000 and other company standard software.

**Preferred Education/Experience:**

- B.S. in engineering or related science
- At least five years' experience in the Oil and Gas Industry

**Physical Strain:**

- Must be able to work under pressure in a fast paced environment.
- Must be able to work with the team in developing improved work processes for the department.