

Engineering America, Inc.

Company History

Engineering America was incorporated on June 18, 1980 in the State of Minnesota and is a 100% employee owned company headquartered in Oakdale, MN. The company was formed to pursue an opportunity to become an authorized municipal and industrial dealer of bolted steel porcelain enamel coated tanks for A.O. Smith Harvestore Products, Inc. (now known as CST Storage). The Aquastore® tank possesses a porcelain enamel coating that requires minimal maintenance during its lifetime and never requires sandblasting or painting. Engineering America has constructed over 800 Aquastore tank installations since 1980. In 1980, Engineering America made an innovative promise to its customers that “Our tanks will never require painting.” Not one Engineering America Aquastore tank has been painted since.

An Employee Stock Ownership Plan (ESOP) was created in 1992 and was used as an exit strategy to assist the original owners of the business in staging their retirement from the company. The current management team has grown the stock value of the company thirteen-fold from 1989 to 2011, while significantly outperforming all publicly traded stock markets during that same time span.

Engineering America also represents the world’s leading manufacturers of wastewater and water treatment process equipment for municipal and industrial water and wastewater treatment based out of the Minnesota location. Since 2001, the company has built a strong lineup of process equipment lines and has grown into one of the top sales rep organizations in the water and wastewater treatment industry serving Minnesota, the Dakotas, Iowa and western Wisconsin.

Significant expansions in dealerships and territories have taken place three times since 1999. In addition to the Minnesota territory, CST Storage Company chose Engineering America to be their authorized municipal and industrial dealer in Colorado (1999), Kansas (2005) and Arizona (2009). The company now has exclusive territorial rights to sell Aquastore glass-fused-to-steel bolted tanks in the following fifteen states: Minnesota, North Dakota, South Dakota, Wisconsin, Iowa, Colorado, Utah, Wyoming, Kansas, Missouri, Nebraska, Arizona, New Mexico, Montana and Nevada.

In 2011 Engineering America became the chosen channel partner of CST Storage to represent all of their bolted steel tank offerings, authorizing Engineering America to exclusively sell CST Storage brand tanks in the fifteen states where it does business. So, in addition to the Aquastore® brand tank, Engineering America now sells and installs all brands of CST Storage tanks for liquid storage in these territories. Notably, TecTank®, Hydrotec® and PetroTec® brands have been added to the Engineering America arsenal. Now, Engineering America offers the most comprehensive set of liquid storage tanks available, from glass-fused-to-steel and epoxy coated to stainless steel and galvanized. Engineering America also offers the world’s broadest selection of cover and dome options for a completely tailored storage solution. Please find out more about the company at www.engamerica.com.

Executive Assistant Position Description

Executive Assistant Duties:

Ensuring the CEO's schedule runs smoothly is top priority. This involves scheduling appointments and managing the CEO's calendar. Provide a high level of administrative support that involves problem solving skills, preparing reports and memorandum, scheduling meetings, planning business trips, answering phone calls and managing information requests by the CEO.

As the CEO embarks on business trips quite frequently, the executive assistant will book flights, arrange for accommodations and reserve car rentals. Post-business trip, preparing expense reports for company audit requirements and CEO reimbursement of company expenses paid personally.

This job involves handling confidential information which requires discretion and diplomacy. There is also a high degree of organization, excellent written and communication skills, professionalism, good telephone etiquette, and excellent customer relations.

This position will require interaction with the board of directors. Scheduling board meetings, answering general queries from board members, distributing and taking notes during meeting and sending materials for review before meetings are included in this position.

Additional typical office tasks included are typing correspondence, answering phone calls, photocopying, mailing, faxing, filing, arranging accommodations and logistic for visitors as well as transcribing notes.

Marketing Coordinator Assistance:

This position will require some marketing coordination experience. Coordinate two outside marketing consultants and conduct monthly meetings with them. Weekly, several emails are required to direct all of the Company's marketing activities. Prepare and eventually approve all final copy of ads, e-blasts, newsletters, etc. Work with the National Sales Manager to ensure ad campaigns are in alignment with company goals.

Construction Management Support:

This position would be responsible for providing administrative and technical support to the construction management team. Key duties would include creating project folders and tracking files for related project documents, updating and maintaining tank installation information, reviewing project specifications to accumulate information necessary to bid a project and creating and sending contract documents to subcontractors and suppliers.

Send Resume's with a cover letter to; Engineering America 647 Hale Ave. N Oakdale, MN 55128
C/O Mark Lindgren