



Lighting Quotations Manager

Job Scope

As a Lighting Quotations Manager, you will oversee a team that creates innovative lighting solutions that meet customers' requirements and pertinent codes. This can include but is not limited to managing a team creating project-centric solutions, customer project reviews, assisting sales team in presentations, ensuring deadlines are met, negotiating pricing, and working nights or weekends to complete projects.

Responsibilities

- Mentor/train new team members.
Create new processes and procedures to improve efficiency.
Grow design assist services offering.
Develop unique specifications and designs based on customer-provided details.
Follow up on quotations to assist in closing new business opportunities.
Create/maintain/negotiate vendor relationships with lighting manufacturers.
Review projects and make alternate recommendations to maximize profitability and assist customer with budget constraints.
Teach product applications and specifications.
Ensure customer deadlines are met.
Participate in customer meetings as needed.

Requirements

- High School diploma or GED or college degree in a related field.
5+ years' experience and/or training in the lighting industry.
2+ years' experience in managing a sales operations team.
Proficiency in Microsoft Office is required, and Blue Beam REVU is preferred.
Prior lighting quotations/specifications experience is required.
Able to read plans and take-off estimator planning.
Excellent time management skills and ability to effectively meet critical deadlines.
Strong verbal and written communication skills.
Ability to multitask while staying organized.
Self-directed and Motivated.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.