



Lighting Quotations Specialist

Job Scope

The person who holds the position of Lighting Quotations Specialist must be able to collaborate with the team, pay close attention to the details, and carry out the major tasks of bidding, designing, and improving lighting packages for national customers. The perfect applicant should possess the ability to achieve these objectives.

Responsibilities

- Prepare competitive quotations, bids, and submittals.
Create and maintain vendor relationships with lighting manufacturers.
Maintain organized and accurate project files and folders.
Negotiate pricing and availability with vendors.
Cultivate relationships with industry professionals to build business.
Review bid materials and make alternate recommendations to assist with customer budget constraints.
Follow up on quotations to assist in closing new business opportunities.

Requirements

- Bachelor's Degree in a related field preferred
High school or equivalent at minimum with commensurate experience.
Three years or more experience in the Lighting industry
Proficient in Microsoft Office, Bluebeam REVU.
Understanding of IESNA design guidelines.
Able to read plans and perform take-offs.
Excellent verbal and written communication skills.
Strong organizational skills.
Energetic, self-motivated team player.