

Enterprise Lighting & Control is seeking the right individual to fill an opening for a Quotations Specialist. Please send cover letter, resume and salary requirements to dhodges@enterpriselighting.com

Duties include:

Develop quotes for specified projects.

Thoroughly review bill of materials from plans and specifications to accurately select fixtures to meet customer's requirements.

Work with outside sales and be the liaison to coordinate sales and job pricing.

Negotiate factory pricing.

Close the sale.

Establish and maintain close relationships with both our customers and factories.

Requirements:

The ideal candidate would have experience in the bid process but at a minimum be organized, motivated, detail oriented and results driven.

Knowledge of the lighting industry preferred but not required.

This position requires the ability to multitask and deliver project bids under tight deadlines.

Strong problem-solving, critical thinking, and negotiation skills.

Must demonstrate attention to detail with high level of accuracy.

Excellent verbal and written communication skills.

Strong computer skills.

Benefits include:

Paid Holidays

Paid Vacation

Health, Dental, Vision, Life, Long Term Disability Insurance

401(k) Profit Sharing Plan