Quotation Specialist

MODA Light is an innovative architectural lighting company and is currently seeking a Quotation Specialist, to join its team. By working with the assigned territory agents, the Quotation Specialist provides detailed, in depth project quotes with efficiency, accuracy, and diligence to ensure precise execution of project needs based on products, aesthetics, and electrical requirements.

Primary Functions:

* Follow assigned quoting procedures as it related to fulfilling quote requests, technical needs, and troubleshooting.
* Consult agents and customers on the proper lighting control systems at the beginning of the quote’s life cycle.
* Work closely with territory agents and Project Manager to understand customer quote expectations, product configuration, bidding and requested delivery dates, etc.
* Keep territory agents informed of all changes in status of their requested quotes, including competitor crossovers, technical needs, and installation processes.
* Responsible for tracking the entire quote process from conception, specifying product quantities, and required accessories, communicate discrepancies, and ensuring the agent has all the required information.
* Be the main point of contact for the territory agent to consult and advise on quote revisions and additions.
* Ensure complete accuracy of the Bill of Material and that all quoted product suits the needs of the project.
* Assist Order Entry by ensuring Sales Order is sufficient based on quote.

Education and Experience Requirements:

* 2+ years’ experience with lighting controls and/or building management systems design, specification, and installation support.
* Experience with lighting control protocols (DMX, RDM, 0-10v, DALI).
* 3 – 5 years’ experience with quotations.
* Strong analytical capabilities and the ability to prioritize with a sense of urgency.

Benefits:

* Salary commensurate with experience
* Medical, Dental, Vision & Life Insurance
* Paid Time Off in addition to Paid Holidays, following introductory period.
* 401k with matching

Must be available to work Monday-Friday, 7:30am - 4pm.

Please submit all resumes to [careers@modalight.com](mailto:careers@modalight.com)