

## Lighting Quotation Specialist

Lighting Systems is one of the largest lighting manufacturer representatives in Northern California. We are seeking a Quotation Specialist for either our Berkeley or Roseville office. Lighting Systems' goal is to be first in service, through creative solutions, and ultimately create a positive experience for our customer.

### Duties and Responsibilities

- Quote lighting projects.
- Follow up on all quoted projects with the sales team and customers.
- Communicates with electrical distributors and contractors.
- Works collaboratively with all members of Lighting Department.
- Works closely with Project Coordinators.
- Works closely with our Outside sales staff.

### Requirements

- Thorough knowledge of lighting products.
- Ability to effectively communicate with outside sales staff, customers and co-workers to satisfy job requirements.
- Ability to prioritize and organize job tasks.
- Ability to respond to all calls and emails in a timely manner.
- Ability to operate individually and in a team environment.
- Engaged in ongoing training and product seminars/schools to further enhance lighting knowledge.
- Maintains knowledge of lighting industry through personal and manufacturer training.

### Qualifications & Skills Required

- Minimum 2 years related experience.
- Knowledge of Outlook, Excell, Word and Oasis program.

Lighting Systems offer competitive salaries and benefits package as well as a friendly, nurturing, and supportive work environment. If you are interested in a career in the lighting industry, please send your resume to [Careers@ltgsys.com](mailto:Careers@ltgsys.com).

#### **San Francisco/Bay Area**

2322 6th Street  
Berkeley, CA 94710  
tel (510) 982-3900

#### **Sacramento**

1310 Blue Oaks Blvd. Suite 400  
Roseville, CA 95678  
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#### **Nevada**

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Reno, NV 89501  
tel (775) 329-2030