



Job Title: Commercial Project Quotations Specialists
Location: Des Plaines, IL

SUMMARY

- Responsible for the coordination of Commercial quotations function. Maintaining and improvement of net sales margins for the provision of competitive quotes to commercial sales network
- Handle high volume of incoming calls. React to inquiries from Lighting Specification community, Sales Representatives and Sales Management regarding commercial quotation issues; examine situations determining effective approach and take appropriate measures to ensure correct and timely response.
- High skill level working in commercial business channel, commercial project negotiations, product knowledge on competitor's product for LED and all other key lamp sources, and understanding where the product fits into the commercial market.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned dependent on the department needs.

- Issuing quotations on commercial projects.
- Monitor and report net sales margins and market pricing by geographical region.
- Assist quotes staff in improving commercial project quotation aptitude and negotiation techniques.
- Ability to adapt to culture of organization.
- Capability of developing relationships with key architects, lighting specifiers and engineers.
- Specify Juno product equals versus competitors.
- Answer incoming phone calls concerning all quotation subjects.
- Strive to provide requested turnaround time on quotation requests.
- Process, maintain and distribute quotations to Baan System.
- Follow-up on project bids with appropriate contacts.

QUALIFICATIONS:

- Capability to handle a high volume of data and multi-tasking. To have strong mathematical and technical aptitude. Ability to negotiate a comprehensive understanding of commercial market space and make accurate decisions in a prompt and professional manner.

- Manage a high volume of incoming calls. Excellent telephone communication skills, clear and professional phone presence mandatory.
- Capable of performing duties as defined by the JLG Environmental, Health, Safety, and Quality Management Systems.

EDUCATION and/or EXPERIENCE: College degree preferred or equivalent combination of education and training. Minimum of 3-5 years' experience working in a lighting quotation environment with a focus on commercial project channel.

To apply please submit your resume to resume@junolightinggroup.com