



Quotations Specialist

Location: Des Plaines, IL

SUMMARY

- Responsible for the coordination of Stock and Flow channel and support for Commercial and National Account quotation function. Maintaining and improvement of net sales margins for the provision of competitive quotes to the Juno Lighting Group sales network
- Handle high volume of incoming calls. React to inquiries from Lighting community, Sales Representatives and Sales Management regarding stock and flow, commercial and national account quotation issues; examine situations determining effective approach and take appropriate measures to ensure correct and timely response.
- Skill Level working within Stock and Flow and Commercial business channels. A level of proficiency with Microsoft Excel, Access programs and some Project Management experience. Working in stock and flow and commercial business channels pricing 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.

- Stock and Flow coordination and pricing management within the channel
- Support Quote Representatives in issuing quotations, Agreements for commercial and National Account Channels.
- 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 Microsoft Excel and Microsoft Access aptitude with some experience in Project Management.
- An understanding of Stock and Flow and 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 two to three years 'college education or equivalent combination of education and training
- Experience working in a quotation environment, lighting quotation experience preferred.

To apply please submit your resume to resume@junolightinggroup.com with the job you are interested in noted in the subject line.