



BIRCHWOOD
lighting

Quotes & Applications Specialist

We have an immediate opening for a technical-minded, personable, self-motivated individual to work in our Quotations & Applications department.

Responsibilities

- Process and respond to requests for quotation; includes system entry and fact checking for critical processing information
- Ensure quotes are returned to clients accurately and in a timely manner
- Answer client product questions and provide pertinent guidance or data when appropriate
- Follow-up on quotes to determine status of the project
- Interact with various internal departments as needed to effectively perform job duties

Requirements

- Be customer centered and possess great people skills—you will be regularly interacting with customers and representatives across North America
- Be detail oriented and highly accurate with all forms of communications and data entry; multitasking is often required
- Have experience at interpreting technical documents and plans
- Show the ability to discern when one similar product option is better than another
- Be a team player, proficient at general Customer Service related tasks
- Ideally have some experience from the lighting or a similar technical industry

Qualifications

- Must have a great personality and be able to work within a group setting
- Proficient in MS Excel and Word, experience with MRP systems is a plus
- Excellent communication skills, both verbal and written
- Knowledge of the lighting industry is a definite plus

Compensation

Birchwood Lighting, located in beautiful Southern California, offers a competitive package, which includes paid time off, health insurance and a retirement plan. Salary will be commensurate with experience.

About Birchwood Lighting

Headquartered in Orange County California, Birchwood Lighting is a leading, well-respected manufacturer of architectural grade standard, modified and custom lighting fixtures. We are a mid-sized company with positive growth in each of our 20+ years in business. Birchwood has a sales rep network of over 60 agencies throughout the U.S. and Canada. We are a customer driven company and the individual who joins this team will need to put the customer first.



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To learn more about the company check out www.BirchwoodLighting.com.

Please email your resume and salary requirements/history to hr@birchwoodlighting.com.

Please no phone calls. All applications will be kept confidential.