

QUOTATION SPECIALIST– MODA LIGHT

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 relates 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.
- 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, required accessories, communicating 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, purchase order entry, and post sales customer service.
- Ensure complete accuracy of the Bill of Material and that all quoted products suit the needs of the project.

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).
- 2 – 3 years' experience with quotations.
- Strong analytical capabilities and the ability to prioritize with a sense of urgency.

Job Type:

- Full Time
- Must be available to work Monday-Friday, 7:30am - 4pm.
- Location: Las Vegas, Nevada

Benefits:

- Paid Holidays, Vacation and Sick time, following introductory period.
- Medical, Dental, and Vision coverage offered
- 401(k)

For immediate consideration, please email your resume and cover letter to careers@modalight.com. Please note salary history on your cover page and your location in the subject line of your email.

About MODA Light: Based in Las Vegas, Nevada, MODA Light has asserted a global presence in the architectural lighting industry by providing high quality LED lighting solutions through our very own proprietary technology. Founded in 2006, MODA Light is continually recognized for product and technology innovation and as one of Inc. 5000's fastest growing privately-owned companies.