



**Milwaukee**  
16350 W. Glendale Drive  
New Berlin, WI 53151  
**Office:** 262-785-0144  
**Fax:** 262-785-0155

**Madison**  
17 Applegate Ct. Suite 202  
Madison, WI 53713  
**Office:** 608-661-3777  
**Fax:** 608-661-3779

**Green Bay**  
2071 Lawrence Drive, Suite D  
De Pere, WI 54115  
**Office:** 920-338-9010  
**Fax:** 920-338-9015

## Quotations Specialist

Location: New Berlin, WI

Req. QT-NB-43397

**Are you looking for a career, not a job, and want to be part of a dynamic, growing organization, where your hard work and ideas are recognized on a daily basis?**

**We invite you to explore this exciting opportunity with Elan Lighting's talented and welcoming team of Quotations Specialists!**

Wisconsin's premier lighting agency is seeking an enthusiastic, detail oriented individual to partner with our highly qualified Sales group in creating quotations that serve our customers' needs while contributing to the company's profitability. In this role, you will be responsible for processing and assembling lighting job bids, from fixture schedules and counts to formal bids, tracking bids, resolving issues, and collaborating with both internal and external customers accurately and in a timely manner. You will be part of a team while applying project management skills to drive your own projects to completion.

### **As a Quotations Specialist, you will:**

- Quote prices and lead times to customers via fax, mail, e-mail and phone.
- Interact with manufacturers to obtain and negotiate pricing.
- Assemble pricing to create a complete proposal, enter it into the system, and make adjustments as necessary.
- Interact with specifiers, agency staff, and clients to present proposal, follow-up, revise and "win the business".
- Monitor and verify progress of potential orders.
- Participate and contribute to project update meetings.
- Participate on cross-functional teams to address and resolve customer problems and/or projects.

### **Qualifications:**

- Requires education generally equivalent to an associate's degree and a minimum of one year of related experience; or a combination of education and experience.
- Requires a working knowledge of Microsoft Office Suite applications.
- Working knowledge of AutoCAD and Visual experience is a plus as is a solid understanding of photometry and the ability to read and understand blueprints.
- Knowledge of basic lighting terminology and lighting applications preferred.

***Along with a competitive compensation package, at Elan Lighting, Inc. you will find:***

*Healthy work/life balance.  
Incredible team atmosphere.  
Fido Fridays.*

*Relaxed, yet professional atmosphere.  
Culture that fosters respect and integrity in all business dealings!  
Paid Holidays including your Birthday!*

Forward your resume in strictest confidence to: [humanresources@elanlighting.com](mailto:humanresources@elanlighting.com)

*Elan Lighting, Inc. is an Equal Opportunity Employer*

