



*SALES  
JOB DESCRIPTION*

**Job Title:** Quotation Department Project Manager  
**FLSA Status:** Non Exempt  
**Reports To:** C&I Quotation Supervisor  
**Department:** Quotations  
**Updated:** 6/27/16

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**Summary:** This position is responsible for the management of both lighting and switchgear projects by performing the following duties, but not limited to:

**Essential Duties and Responsibilities** include continuous ongoing projects in development of the department:

- Enter lighting and gear orders for assigned customer base in the Job Management (JM) program
- Process, build and complete submittal packages for lighting and gear orders for assigned customer base
- Recordkeeping of jobs in JM from beginning to completion
- Process paperwork for replacement items needed on any and all projects, ie... defective ballasts, lamps, breakers, etc...
- Work closely with assigned customers on projects to determine needs and provide solutions.
- Work closely with vendors to expedite job orders
- Work closely with outside sales on assigned customer base
- Provide customer base with shipping dates on all orders on a regular basis
- Utilize Outlook, Excel, and Word efficiently and effectively
- Timely responses to emails and internal company queues
- Back up lighting and gear quotes when needed.

**NON-ESSENTIAL FUNCTIONS:**

- All other tasks as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); or equivalent combination of education and experience.

**COMPUTER SKILLS:** Must have working knowledge of Microsoft Outlook, Word, Excel, general personal computer application and the Internet.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions in English. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:** Must have ability to perform mathematical functions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, and talk or hear. The employee frequently is required to stand and walk, and sit for extended periods of time.

**Approved by:**

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C & I Sales Manager

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Date

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Vice President of Sales

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Date

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President & CEO

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Date