PROJECT ADMIN / JR. QUOTES SPECIALIST

Posting ID: EM197294C9
Company: Roth Lighting
Position Type: Full-Time
College Major(s): Construction Management (CEM), Computer Science (CS)

Company Info:
Roth Lighting is lighting sales agency headquartered in Las Vegas, NV since 2013. Roth Lighting has been instrumental in many large Casino lighting/energy projects and has a well-established name in the marketplace. We are currently looking for a smart energetic team-oriented person looking to make a career in the lighting business.

Job Overview:
Project Admin and Jr. Quotes Specialist is an instrumental role within Roth Lighting. This individual will need to be able provide accurate information back to our clients in a timely manner and be able to keep a schedule for delivery of projects. This individual will also be training in the Lighting and Controls quotation dept. There is plenty of room for growth within our fast-growing company and your hard work will make a positive impact on the business as a whole.

Roles and Responsibilities
Responsibilities and Duties:
Be able to read and interpret lighting fixture schedules and provide accurate take off information to the estimating dept.
Knowledge of the Las Vegas lighting market would be a plus but not required
Must have strong customer service skills. Training will be provided on how to respond to customers quickly.
Need to be able to work as a team. We need all our people to bring their knowledge and skills to add to the company’s abilities.
Strong computer skills a requirement. Excel, RepBox, System Builder, some social media.

Education and Qualifications
Qualifications:
1-3 years in lighting quoting (If you have Philips/Signify experience that would be a bonus).

Company Website: https://www.rothlighting.net
Work Location: Las Vegas, NV
Salary: $19hr
College Level(s): Alumni
Bachelor’s degree in relevant field preferred (lighting, engineering, business) but not required for person with industry experience. Desire to grow with the company.

Preferred Skills

How to Apply
jobs@rothlighting.net

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