



# Quotations Specialist

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## **JOB SUMMARY:**

Coordinate and execute all project quotations functions in a fast-paced work environment, while maximizing profitability. Oversee and manage all quotes between manufacturers, customers and our agency for assigned projects to meet and exceed our customer's expectations.

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## **RESPONSIBILITIES:**

1. Acquire lighting knowledge, lighting controls knowledge and quotation skills through on the job training. Enter and maintain all project information in the Oasis software system until project is turned over to Project Management.
2. Provide competitive bids as assigned from internal and external customers, in the timeframe required for the project, while maintaining profit. Enter and bid all projects that are assigned or defined in the quotation specialist's territory.
3. Quotation Specialist to coordinate prior approvals for submittals to Specifiers with Sales. The Quotation Specialist is to communicate and review with Sales specific submittal notes and circumstances and coordinate the most efficient and effective method of delivery.
4. Schedule pre-bid meetings with our sales team to determine bid strategy.
5. Schedule pre-submittal meetings with sales and project manager.
6. Collaborate with our Sales team on feedback from distributors, construction and specification customers.
7. Attend weekly project meeting and report project feedback with Sales.
8. Participate in customer events to promote Mlazgar Associates agency with our customers in all market segments.
9. Build strong relationships with Mlazgar Associates manufacturers, specifiers, distributors and construction customers.
10. Proactively follow up on bid activity in a professional and positive manner.

11. Other duties as assigned.

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**JOB REQUIREMENTS:**

**EDUCATION:** Associates Degree or equivalent experience.

**EXPERIENCE:** 3-5 years previous quotation experience working with manufacturers, distributors and construction customers. Demonstrates ability to develop and grow manufacturer and distributor relationships.

**SKILLS:** Excellent leadership and communication skills, ability to professionally represent Mlazgar Associates and strong negotiation skills. Proficient with computer systems including order entry, MS Outlook, Excel & Work. Ability to learn new software system.

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**JOB ACCOUNTABILITY:** To coordinate all price quotations with factories on public and private bid opportunities by specified bid date. Create, implement and communicate a bid strategy with distribution and construction customers that maximize Mlazgar Associates efficiencies and profit potential on all quoted projects.

**REPORTS TO:** Jeff Tischleder, VP Operations

**EMPLOYEE CLASS:** Salary

**STATUS:** Exempt

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**ABOUT MLAZGAR ASSOCIATES:**

- Fast-paced and fun work environment that rewards success
- Flexible work schedule and/or remote work options
- Competitive base salary with bonus potential
- Comprehensive benefit package as well as 401k
- Paid Time Off
- 9 ½ days of Paid Holidays
- Office hours 7:30am-4:30pm Mon-Fri
- Rotating Friday hours 7:30am-2:00pm