



At Metalumen we all work together as a dedicated team, solutions-focused and devoted to achieving the needs of our customers. We always strive to be the best we can be, as we are confident that **our employees can make the impossible possible**.

Once you step through the front doors of Metalumen you will quickly become part of our family, a close-knit community, that is built on a culture of **teamwork, continuous improvement, and innovation**.

Position Title: Quotations Specialist

Reporting to the Sales and Marketing Manager, this position is responsible for quotations and related administration tasks, requiring excellent communication within the Sales & Marketing Department, Engineering, Production, Transportation, Purchasing and the Customers, while performing the ongoing duties.

Aside from working with the great people who make up the Metalumen team, we also offer:'

- Flexible work environment
- Great compensation/benefits package
- Education and training reimbursement
- Recreational reimbursement
- Employee recognition program
- Social events throughout the year

Responsibilities include:

- Prepare and send out quotes using written specifications and construction drawings
- Cross train within the sales department to cover for absences
- Communicate critical information to purchasing and sales team pertaining to vendors, products, pricing and competitors
- Collaborate with cross functional teams to analyze outputs to make business decisions
- Adhere to company policies and procedures
- Perform other duties as required

What makes you an ideal candidate

- Previous quoting experience and inside sales experience
- Knowledge of order entry software
- Accurate data entry skills and strong attention to detail
- Ability to assimilate and interpret significant amounts of information
- A team player with a sense of urgency with strong initiative and ability to handle increasing responsibility over time
- Demonstrated Mathematical ability to calculate figures, amounts, and margins



- Exceptional organizational skills and ability to exercise initiative and sound judgment in the application of established guidelines, policies and procedures
- Ability to use diplomacy and discretion in the performance of the job functions, where the confidentiality of the information used and solicited in the performance of these duties is to be maintained without question
- Excellent time management/organizational skills with ability to meet important deadlines in a fast-paced environment
- Excellent interpersonal, verbal and written communication skills
- Demonstrated positive attitude with both to outside customers and fellow employees
- Excellent skills in Microsoft Office; Word and Excel
- Relevant and applicable post secondary education/training

Bonus points for

- Vantage experience
- Strong knowledge of electrical products, power and controls
- Technical background in lighting industry (IES certificate) or willing to obtain equivalent

We sincerely thank all applicants for the interest in this position, however due to the volume of the resumes, we will contact only candidates that closely match the requirements of the position.

In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Metalumen is committed to providing inclusive and barrier free recruitment and selection process. Please notify Human Resources of any accommodation you may require.