

## Job description

Clarus Lighting and Controls is seeking a Quotations Specialist in our Madison Heights, MI location. This position will prepare pricing and job quotations for our customer base in the geographic area.

### Position Responsibilities:

- Prepare detailed and accurate quotations
- Interface with customers and our manufacturer partners to properly select products based on the requirements of the project
- Daily customer service activities
- Manage deadlines, bid lists and due dates for the company bid board
- Ensure all quotations meet the requirements of our customer and the projects

### Position Requirements:

- Strong organizational skills
- Background in lighting and/or electrical applications preferred
- Proficient in basic computer applications and spreadsheet functionality
- Excellent written and verbal communication skills

We will provide detailed industry and product training for qualified candidates.

Clarus Lighting and Controls offers full medical and dental coverage, 401k matching plan and other fringe benefits.

Please forward your resume and a brief description of why you would be a good fit for this position.