



Los Angeles Lighting Mfg. Co.

10141 OLNEY STREET / EL MONTE, CA 91731

Tel: 626-454-8300 Fax: 626-454-8399

<http://www.lalighting.com>

Job Title: **Inside Sales/Customer Service Representative**

Department: Customer Service

Terms: Non-Exempt / Hourly

ABOUT THE COMPANY

Established in 1988, LA Lighting designs and manufactures energy efficient, specification grade LED and Fluorescent lighting fixtures for commercial and industrial applications. LA Lighting manufactures a broad range of standard fixtures along with custom capabilities to meet any job requirement and lead time. All of our fixtures are manufactured and assembled in El Monte, California.

ABOUT THE POSITION

This position provides support to our customers and outside sales team nationwide out of LA office. A successful candidate will work closely with outside sales, distributors, contractors, and manufacturer representative agencies to understand and communicate order and project details. You will also coordinate internally with operations, manufacturing, and engineering to ensure successful job completion.

Inside Sales/CSR is responsible for quoting specified projects and crossover projects for lighting distributors and contractors, working closely with our Sales and Specification team. An emphasis should be placed on establishing relationships with our business partners and customers through timely phone calls and emails correspondence.

ESSENTIAL FUNCTIONS

- Communicating effectively with our customer base by emails and phone communications.
- Processing quotations for lighting projects
- Order Entry
- Order follow-up
- Offer lighting solutions to our customers
- Communicate with all internal departments when needed
- Other duties as deemed necessary.

EDUCATION

- High School Graduate or General Education Degree (GED): Required
- Bachelor's Degree (four-year college or technical school): not mandatory

EXPERIENCE

- 6+ months of experience with daily customer interactions or customer relations.
- Lighting and Electrical industry experience a plus but not required.
- Microsoft Suite: Word, Excel, Outlook.

OTHER ESSENTIAL REQUIREMENTS

- US citizen or authorized to work in the US

PHYSICAL DEMANDS

- Must be able to lift/carry/push/pull up to 50lbs. (product samples)

COMPENSATION & BENEFITS

L.A. Lighting provides a robust compensation package. Benefits include participation 401k, PTO, Medical, Dental, Vision and Life.