

## Company Information

**Company:** Commercial Lighting Industries



## Position Profile and Requirements/Preferences

**Position title:** Lighting Sales  
**Location:** Thousand Palms, CA  
**Term of employment:** Regular  
**Type of employment:** Full Time  
**Start date of this position:** As soon as possible  
**Starting salary range:** Not Provided

**Categories:**

## Position Description

Product Group: **Lighting** Job ID: **4186**  
Company: **CA – Commercial Lighting Industries** Category: **Sales**  
Location: **Commercial Lighting Industries** Duration: **Full Time**

### Job Description

Commercial Lighting Industries is looking for a motivated sales individual. This position available is in the Lighting Sales division.

### Job Requirements:

#### Manage Existing Accounts Professionally

- Make 50-70 telephone calls per day to your accounts.
- Send faxes monthly to all your accounts.
- You are required to know how to make a lighting product guide and make them yourself.
- Help all customers that you take a call from start to finish.
- Update daily all contacts and phone numbers as well as notes in Maximizer.
- Do all RGA's in a timely manner.

#### Increase Sales

- Do 3-4 lighting product guides per week to new business. Work on this from 3-5pm.
- Ask Franchises the owner's names to get our info in front of them.
- Contact corporate purchasing and/or facilities managers to quote on chain stores.
- Contact corporate to learn about new store openings to solicit new construction.

### **Required Skills**

Successful candidates will have demonstrated, through prior work experience, competence in:

Customer service calls on product inquiries, lead times, availability, etc.

Sales order entry, pricing, credits.

Time management and multi-tasking skills.

Organization and detail orientation.

Excellent phone and communication skills

Self-motivation and an outgoing personality.

Skill in Microsoft Excel, Word, and Outlook.