

## **Sales Coordinator**

### **Job Summary**

The Sales Coordinator links Manning Lighting's internal Sales and Manufacturing Operations with its outside Sales Reps and customers. This key role sends product specifications, quotations, and manufacturing information to the company's Sales Reps and Specifiers (Architects, Engineers, Lighting Designers). They receive orders from Sales Reps and enter the information into company's ERP system (Infor Syteline) ensuring specs and pricing are correct.

This role works closely with internal and external customers to drive project opportunities from specification through order fulfillment.

The ideal candidate understands project-based sales cycles, thrives in a fast-paced environment, and is comfortable managing technical product information.

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### **Key Responsibilities**

#### **Sales Support**

- Prepare quotations for custom and modified lighting products based on project requirements, supplier quotes, and historical project data.
- Researches customer requests with assistance from Engineering, Purchasing, and Manufacturing teams.
- Respond to customer and Sales Representative inquiries regarding product information, pricing, and delivery timelines.
- Enter order in ERP system completely and accurately. Notify customers of any missing information needed to release order to shop floor.
- Develop and foster relationships with Distributors, Contractors, Architects, Engineers, and Lighting Designers.
- Track project timelines from specification through order and delivery.
- Assist Production Supervisor with order scheduling.
- Develop a thorough knowledge of Manning Lighting's product line, lighting terminology, manufacturing processes, and industry sales channels.

#### **Marketing Coordination**

- Update website content and manage social media related to new products and completed projects.

- Assist with trade shows, Microsoft Teams and Zoom meetings, and other product training as needed.
- Conduct competitor and market research within the lighting and electrical sectors.

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### **Administrative & Cross-Functional Support**

- Coordinate with internal operations teams to ensure accurate and timely order processing.
- Work with manufacturers and suppliers to gather technical specifications and product data.
- Utilize ERP system to review order status, project details, and profitability metrics.

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### **Qualifications**

- Bachelor's degree in Business, Marketing, Communications, or related field.
- 1–3 years of experience in sales, marketing, or project coordination (lighting, electrical, construction, or manufacturing industry preferred).
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.

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### **Preferred Skills**

- Experience in the lighting, electrical, architectural, or construction industry.
- Experience with ERP systems or project tracking tools.

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### **Key Competencies**

- Strong attention to detail and ability to meet deadlines.
- Effective interpersonal and communication skills.
- Ability to manage multiple projects and priorities simultaneously.
- Customer-focused approach to problem solving.
- Technical aptitude and willingness to learn product specifications.

Manning Lighting is an equal opportunity employer.

