

## Sales Support

We are looking for a qualified Sales Support to join our commercial sales team in our newly refurbished office based in Cremorne. Ideally the candidate would have lighting experience with commercial product knowledge and a record of working with larger contractors, builders & engineers.

The role is responsible for conceptual development of the lighting component for a construction project and manage the implementation including plans, schedules, budgets and reporting. The ideal candidate will have a strong organisational skill, strong customer service and/or sales background, excellent personal presentation skills, strong verbal and written communication skills, highly flexible and adaptable, and a strong team player.

### Your key responsibilities will include:

- Create leads, prospects, and quotes for sales team.
- Answer incoming calls and emails via website interactions and customer service enquiries sent to internal sales.
- Work closely with sales staff on open orders and quotes in NetSuite.
- Update quotes and opportunities as requests are received.
- Follow up open quotation requests and update sales team as needed.
- Work with sales team on alternate packages.
- Prepare data sheets for specification & alternate packages.
- Assist the sales team in processing orders for hand over to the project co-ordinators.
- Liaise with other departments on product specific requirements for projects.
- Assist sales team in day-to-day operations to provide information to customers.
- Coordinate the efforts of all parties involved in the project.

### You will display the following attributes:

- Strong customer service and/or sales background.
- Excellent personal and presentation skills.
- Strong communication skills.
- Confident and capable of operating at senior level with clients and within the business
- Team player and excellent motivator.
- Knowledgeable in the lighting sector, commercial, retail, hospitality and project segments
- Highly motivated and a hard worker.
- Highly flexible and adaptable.

### Preferred Job Requirements

- Lighting experience with commercial lighting product knowledge.
- Experience with CRM software and principles.

If you are looking for a great opportunity to join a growing team and you are interested in hearing more about this role, please send your curriculum vitae via <https://lpalighting.com/careers>.