Gasser Bush Associates

30984 Industrial

Livonia, MI 48150

www.gasserbush.com

Gasser Bush Associates is the largest manufacturer’s rep agency of commercial and industrial lighting and lighting controls equipment in the state of Michigan and Northwest Ohio, currently representing over 90 different manufacturers. We work closely with the architectural and engineering design community and sell our products through the electrical distribution channels. You can learn more about us at [www.gasserbush.com](http://www.gasserbush.com).

We are looking for a full time **QUOTES REPRESENTATIVE** to be a part of our inside sales support team. The Quotes Representative helps ensure that the company is highly responsive to the needs of our customers, sales representatives, and sales personnel by replying to customer quote requests as specified by the Quotes Manager.

Some of the job duties will include:

* Project quotations- large quotes with multiple vendors & types
* Quick Quotes- one or two item quotes for small projects
* Reading blueprints and LED System Layouts
* Interprets customer requirements and offers solutions that maximize profitability and adds value
* Interfaces with internal departments to develop on-time proposals with the greatest value
* Validates quotes through various methods including verbal and written correspondence
* Works closely with Sales to customize proposals.
* Collects and analyzes quotation data to determine patterns of success or failure.

Required Qualifications:

* High School diploma or equivalent work experience
* Excellent written and oral communicator with pleasant and professional phone skills
* Strong proficiency in Microsoft Word, Excel, and Power Point
* Strong listening, verbal, and written communications skills
* Strong, professional, teamwork skills
* Confidence, patience, professionalism, tact and diplomacy when dealing with challenging situations

Preferred Qualifications:

* 1-2 years’ experience in the Electrical Industry or Industrial Distribution primarily working with distributors and contractors
* 1-2 years’ experience in a related Quotes position
* Solid knowledge of lamps, ballast and fixtures
* Associates or Bachelors’ degree in Business, Construction, Distribution or a related field

What Gasser Bush Associates Offers You:

* Competitive pay with vacation and sick days
* Excellent benefits package including medical, dental, vision, flexible spending account, and employee assistance program
* Life insurance and long-term disability
* 401k with company match and profit sharing

**Please forward resume & cover letter to Nick Funaro at nfunaro@gasserbush.com**