

*Experience You Can Depend on from the  
Leading Electrical Manufacturer's Representative.*



**Job Title: Quotations & Inside Sales Specialist**  
**Company: FRM Lighting and Controls**  
**Location: Orlando, FL**  
**Job Type: Full-Time**  
**Reports To: General Manager**

FRM Lighting & Controls is looking for a motivated and detail-oriented Quotations & Inside Sales Specialist to join our Orlando team. In this role, you will be the go-to person for putting together accurate quotes for lighting fixtures and supporting both our customers and outside sales team. If you enjoy working in a fast-paced environment, building relationships, and growing your knowledge of the lighting industry, this is a great fit for you.

### **What You'll Do**

#### **Quoting — Your Main Focus**

- Review project plans and customer requests to build accurate, competitive quotes for lighting fixtures.
- Work with our manufacturer partners to get up-to-date pricing and product information.
- Send quotes out on time and follow up to answer any customer questions.
- Keep clean, organized records of all quotes, updates, and related communications.
- Offer alternative product options when needed to find the best fit for the project and budget.

#### **Inside Sales & Customer Support**

- Answer customer calls and emails quickly and professionally.
- Build strong relationships with contractors, distributors, and manufacturer partners.
- Work closely with our outside sales team to support their projects and customers.
- Help track orders and follow up on any open items to make sure customers are taken care of.
- Stay up to date on our lighting product lines through training and hands-on learning.

### **What We're Looking For**

- Some experience in quoting, inside sales, or sales support role — lighting or electrical industry experience is a plus.
- Comfortable using Microsoft Office, especially Excel and Outlook.
- Strong attention to detail.
- Good communicator — friendly, clear, and responsive with both customers and teammates.
- Able to manage several quotes and tasks at the same time without dropping the ball.
- A self-starter who takes ownership of their work and follows through.
- A team player who wants to grow with the company.

### **To Apply:**

Please submit your resume to Rob Zimmerman at [rzimmerman@frminc.com](mailto:rzimmerman@frminc.com).

