**JOB DESCRIPTION: INSIDE/SPECIFICATION SALES TECHNICAL SPECIALIST**

Provide technical assistance on lighting specs, field technical calls from Specifiers/End Users, crossover lighting fixture schedules, assist with take-off/fixture counts from drawings, generate budget price quotes for specifiers/end users, help coordinate factory rep visits to L&M (assist with who, when, where), review/update spec job report, receive factory training on Spec Lines.

**COMPANY OVERVIEW:** LaFace and McGovern Inc. was established in 1977 and is considered the leader in the lighting and controls market in both Western Pa and West Virginia. L&M has been dedicated to serving the customer base within the lighting community for over 40 years with offices in Bethel Park PA, Altoona PA, and Huntington WV. Website: [www.laface-mcgovern.com](http://www.laface-mcgovern.com)

**RESPONSIBILITIES/COMPETENCIES/ABILITIES:** The Inside Spec Sales Technical Specialist role will consist of helping the outside Spec team by providing technical support to the specifiers calling into the office. The applicant must be capable of reading lighting plans and fixture schedules, pulling fixture cut sheets from manufacturers websites and running AutoCAD for lighting software layouts, as needed.

The spec tech will also be required to provide take offs from fixture schedules and formulate a bill of material and project quote from the drawings.

Other aspects of the spec tech position would require the candidate to organize a fixture sample program (sign in/out and track return of fixture samples). As well as, help with coordinating the factory rep visits to L&M (who, when & where). Review and updating the Spec report on a weekly basis would also be required.

The spec tech will get in depth factory training on the key manufactures we represent (some overnight travel will be required). Manufacturer in-house training will be provided on all lines who visit the office.

The passion for this Spec Tech position holds the potential for future growth within the company.

**KNOWLEDGE/EXPERIENCE:** Associates Degree or 1 – 3 years relevant experience preferred.

**COMPENSATION/BENEFITS:** Salary Commensurate with Experience, Health and Dental Insurance, Short Term Disability and Life Insurance, 401(k) and Profit Sharing, Paid Vacation and Holidays, Educational Benefits, Work/Life Balance.

**TO APPLY FOR THIS JOB, SEND RESUME TO TIM LEONARD** [TEONARD@LAFACE-MCGOVERN.COM](mailto:TEONARD@LAFACE-MCGOVERN.COM)

**PLEASE NO PHONE CALLS.**