



Inside Sales Representative Job Opening - August 2026

Job Title	Quotes & Order Management
Position	Full-Time
Location	Hybrid Remote for Training, Then Remote Except for Events
Time Commitment	8am – 5pm EST
Industry	Manufacturer's Representation Agency

About Dave Murphy and Associates:

[Dave Murphy & Associates \(DMA\)](#) is an industry leader in streetscape lighting, with expertise in telecom and smart technology solutions to meet the demands of today's public spaces. We connect manufacturers and distributors of the best outdoor lighting and structure products with utilities, municipalities, and transportation agencies.

We are a small, driven team, working in a remote office environment. We maintain an 8am-5pm EST schedule.

Role Description:

We are seeking a Quotes and Order Management person who will also be responsible for mining leads from various governmental agencies and led generation websites. Lighting experience is preferable but not required. Lighting training will be provided by company.

The role requires exemplary customer service, and exceptional management skills.

Must demonstrate a professional demeanor, have a basic understanding of Excel, capable of learning CRM tools along with excellent written and verbal communication skills.

Expert communication skills between our customers, including distributors and end users, and manufacturers, purchasing team and production is a must. Time management and managing projects from the estimating stages to delivery is key.



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Key Accountabilities Include:

Order Management (Quote → PO → Delivery)

- Own the full lifecycle of orders from sales order entry through delivery and closeout
- Process orders, returns, exchanges, and warranties accurately
- Track shipments, confirm deliveries, and proactively resolve issues or delays
- Coordinate with job sites to align deliveries with construction schedules
- Transition awarded quotes into clean, accurate purchase orders
- Manage lighting specifications, sample requests, and order execution
- Maintain and update CRM daily with real-time project and order status

Quotations

- Develop accurate lighting quotations from drawings, specs, and client requirements
- Ensure all pricing, lead times, and technical details are clearly defined
- Provide thoughtful value engineering and product recommendations when needed
- Communicate confidently with clients on pricing, substitutions, and options
- Maintain regular checking of key bidding websites for public procurement projects

Customer Service & Sales Support

- Act as the key liaison between specification sales, vendors, and clients
- Provide technical support, product knowledge, and lead time guidance
- Ensure projects are executed smoothly from start to finish
- Respond quickly and professionally to client and vendor requests
- Support the sales team in winning and executing projects

Are You a Good Fit?

If you can confidently say YES to the following, we encourage you to apply:

- Do you have 3+ years of hands-on experience as an Inside Sales Representative or Procurement Agent?



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- Are you a quick learner with a talent for solving problems on the fly?
- Do you consistently deliver 5-star customer service, especially to electrical distributors and government procurement specialists?
- Are you extremely detail-oriented and skilled in Order Management and Documentation across multiple open projects?
- Do you excel in a small company setting and enjoy working directly with ownership in a highly collaborative environment?

Job Requirements:

- Background in project management or procurement is a plus
- Experience in lighting industry is a plus
- Ability to thrive in a high-urgency environment
- Strong analytical and critical thinking skills
- Individual must be highly organized with the ability to multi-task
- Must have excellent communication skills and be a team player
- Expertise with Outlook, Word, Excel, CRM and the Internet
- Experience in reviewing quotes, purchase orders and shop drawings
- Strong people skills in person, on the phone and via email etiquette
- College degree required

Compensation:

Pay Range: Depending on qualifications and experience. Includes base + performance.

Competitive compensation package including PTO, Company-paid Health Insurance options, and 401(k) after 1 year. Remote work with adherence to office hours of 8am–5pm EST.

Interview process:

Initial phone Interview, initiated by DMA, followed by an in office, in person interview for second round.



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How to Join Our Team:

Please email BOTH a resume and cover letter [PDF Format] explaining your interest in working with our team. Resumes without cover letters will be considered and in PDF Format only.

Please send your email to pday@davemurphy.com, with "Inside Sales Representative" in the subject line. We look forward to hearing from you!