



---

# PROJECT SALES SUPPORT SPECIALIST

---

WINNIPEG | INDEED - AUGUST 20, 2026

---

## BE PART OF A COMPANY WITH 90 YEARS OF LIGHTING EXPERTISE

*A hands-on project support role for someone who thrives on details, problem-solving, customer service, and keeping moving parts moving.*

Robinson Lighting Ltd. is a family-owned Canadian company proudly celebrating 90 years in the lighting industry. We specialize in high-quality lighting solutions that bring warmth, style, and functionality to every space.

We pride ourselves on exceptional customer service, strong relationships with our customers and vendors, and a collaborative team environment.

We are looking for a motivated, organized, and customer-focused Project Sales Support Specialist to join our Winnipeg team.

This is a great opportunity for someone who enjoys a fast-paced environment, has strong attention to detail, and likes being involved in projects from quotation through to delivery. Working closely with our Project Sales team, purchasing department, vendors, warehouse, and customers, you will play an important role in keeping projects moving smoothly and ensuring our customers receive the products and service they expect.

## WHAT YOU'LL DO

- Provide technical lighting support to the Project Sales team.
- Prepare project quotations and assist with specification packages, product selections, and lighting layouts.
- Work with vendors to obtain competitive pricing and monitor the best available pricing for multi-project business.
- Communicate product availability, product updates, expected arrival dates, and changes to customers.
- Coordinate customer deliveries by scheduling products according to project requirements and ensuring products arrive when they are needed.
- Work closely with the warehouse and conduct regular follow-ups to monitor delivery status and resolve potential delays.
- Assist the Project Sales team and purchasing department in resolving issues related to damaged, defective, missing, or returned products.
- Request and coordinate Return Goods Authorizations (RGAs) with vendors.
- Monitor the customer trouble queue and investigate and resolve issues as they arise.
- Respond to customer inquiries and provide solutions in a timely and professional manner.
- Assist homeowners, interior designers, builders, and contractors with product selection and project planning by phone, email, and in the showroom.
- Maintain accurate project information and ensure details are communicated effectively between customers, sales, purchasing, vendors, and the warehouse.
- Support the Project Sales team with other project-related tasks as required.

## WHAT WE'RE LOOKING FOR

The ideal candidate is **self-motivated, career-focused, dependable, and highly organized**. You enjoy solving problems, working with people, and taking ownership of your responsibilities.

- Exceptional customer service and communication skills.
- Strong organizational skills and outstanding attention to detail.
- The ability to manage multiple projects, priorities, and deadlines simultaneously.
- A strong aptitude for learning new products, systems, and processes.
- A proactive approach to problem-solving and the ability to follow issues through to resolution.
- A high level of integrity, professionalism, and dependability.
- The ability to work effectively both independently and as part of a team.
- Strong computer skills and the ability to work with sales and inventory software, email, and Microsoft Office.
- An interest in lighting, design, construction, or the building industry is an asset.

### LIGHTING EXPERIENCE IS PREFERRED - NOT REQUIRED

Training and development opportunities are provided, including training to become an ALA Lighting Specialist.

## WHAT WE OFFER

At Robinson Lighting, we believe in investing in our employees and providing opportunities to build a rewarding career.

- Competitive base salary plus an incentive compensation plan
- Comprehensive health and dental benefits
- Company pension plan
- Employee discounts and other company perks
- Training and professional development
- A supportive, collaborative team environment
- The opportunity to develop expertise in the lighting and design industry
- A stable, family-owned company with 90 years of industry experience

### READY TO BUILD YOUR CAREER WITH ROBINSON LIGHTING?

If you're looking for a challenging and rewarding career where you can develop your skills, work with a great team, and play an important role in delivering successful customer projects, we'd love to hear from you. Please submit your resume for consideration.

*While we thank all candidates for their interest, only those selected for an interview will be contacted.*