

Assistant Operations Manager

Metropolitan Cabinet – Norwood, MA

For over 31 years, Metropolitan has been serving developers, construction contractors, architects and property management professions with a team specifically dedicated to the unique needs of the construction market. We build products to your specifications, within budget, and in a timely manner to meet the customer's deadlines.

Over 85% of product we sell are manufactured or fabricated at our factory in Norwood, Massachusetts. This competitive advantage gives us the ability to react quickly to change orders and adjust to the schedules. We also represent several other major U.S. cabinet manufacturers and provide HUD and HUD Severe Use products.

We maintain four showrooms conveniently located in Norwood, Watertown, Natick and Wakefield.

Specialties: Kitchen Cabinetry, Stone Countertops and Decor, Interior Design, Cabinet Manufacturing

Be a part of this proven fast growing company in the Greater Boston area.

We are currently looking for an **Assistant Operations Manager** to support our Director of Operations. Qualified candidates must have strong computer skills and attention to detail and must be able to work independently.

Responsibilities Include:

- Setting up employee work stations
- Inventory of office supplies
- Update and maintain OSHA documentation
- Basic Help desk / IT support Maintaining customer data base - would be a plus
- Assistant to the Director of Operations

Experience and skills required:

- Strong organization, time management, and work ethics are a must
- Excellent Communication skills and customer service skills

Contact

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