

## **Multi-Family Assistant Project Manager / Kitchen Designer**

For over 33 years, Metropolitan has been serving developers, construction contractors, architects and property management professions with a team specifically dedicated to the unique needs of the residential / commercial market. We build products to specifications, within budget, and in a timely manner to meet the customer's deadlines.

Over 85% of the products 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.

### **Position Overview:**

We have an immediate opportunity for experienced Assist. Project Manager/Kitchen & Bath Design Professional. The Assistant Project Manager is responsible to help plan, execute and finalize projects according to budget and time-line. This includes defining the project's objectives, coordinating with internal team members, third-party contractors and/or consultants as well as oversight of quality control throughout the project's life cycle.

### **Responsibilities Include:**

- Help direct and manage the project development from start to finish
- Breakdown of architectural plans in order to define the project's scope
- Complete the draft and submission of floor plans and budget proposals to all bidders
- Estimate the resources and participants needed in order to achieve the project goals
- Effectively communicate the goals and expectations to all team members in a clear and timely fashion
- Plan, schedule and track project time-lines and milestones
- Coordinate and complete site measures and assessments with site supervisors
- Periodically attend and participate in site subcontractor meetings
- Proactively manage changes to project scope and time-line with the ability to identify any potential crises
- Build, develop and grow business relationships vital to the success of the project and growth of Metropolitan Cabinets & Countertops

### **Experience and Skills Required:**

- Proficient in 2020 design software
- Cabinet Vision or AutoCAD experience is a plus
- Job site measuring, to ensure fit of cabinetry
- Detailed oriented
- Excellent communication skills
- Ability to work within a team environment

### **Contact**

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