

## **Job Description: Design Intern**

Join an exciting design and manufacturing company that has been an icon in the Greater Boston kitchen and bath community for over 34 years. Be a part of the Metropolitan Cabinets & Countertops team, where we create beautiful spaces for the remodeling and home building community.

We manufacture our own cabinets and countertops locally at our 145,000 sqft factory in Norwood, using the best American sourced materials. Our incredible quality and finishes are what set Metropolitan apart from the competition.

We have 4 design studios located in Norwood, Watertown, Natick, and Wakefield.

We offer a competitive wage and benefits such as paid vacation/holiday time.

Work hours are Monday -- Friday 8:00am - 4:30pm.

We have an immediate opportunity for a **Design Intern**. The role of Design Intern is to provide support for our sales and marketing staff.

### **Responsibilities**

- Work with sales personnel to design and develop kitchen layouts within the parameters of the clients' space and budget
- Develop pricing for quotation and orders of cabinets, countertops and hardware
- Verify order information by review of vendor acknowledgements
- Differentiate between various vendors in terms of construction, features, options, flexibility, pricing and lead-time
- Effectively perform clerical duties as required
- Assist the showroom manager with showroom organization

### **Desired Skills and Experience**

- Detail oriented, with the ability to interpret project and plan specifications
- Excellent customer service skills
- Ability to adjust quickly to new or changing assignments, processes and personnel
- Strong computer skills including Microsoft Office, Internet and AutoCAD
- 20-20 Experience is a plus