

Stone Shop Project Manager / Sales Assistant - Norwood Metropolitan Cabinets & Countertops

For over 36 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 product to your specifications, within budget and in a timely manner to meet the customer's deadlines.

Over 90% of product we sell is 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 4 showrooms conveniently located in Norwood, Watertown, Wakefield, and Natick.

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.

Metropolitan won the "Best of Boston" in 2019 – help us do it again in 2020!

We are currently looking for a **Stone Project Manager / Sales assistant**.

This position will work with customers to review all aspects of the stone sale before production begins.

Responsibilities

- Review all work order against the templated items
- Review template layouts with customer, in person with the customer or through emailed photos
- Confirm all the details of the job before it goes into the shop.
 - Material, edge profile, radius, sink & faucet info, appliance info, overall sizes, etc.
- Review job pricing - check for any upcharges or credits due
- Assure customers sign all release forms necessary for production to begin

Experience and skills required:

- Proficient with a tape measure
- Excellent Communication skills
- Basic computer skills
- Strong Customer Service skills
- Must be comfortable in a shop atmosphere
- Ability to work within a team environment
- Strong organization, time management, and work ethics

We are a very busy stone fabrication shop and need well focused, hardworking individuals to join our team.