



*Beyond The Surface*

## Assistant Business Manager

(Rockville, MD)

### Are you ready to learn how to run a multi-million-dollar business that has been around for four decades?

Pro Wood Finishes helps custom architectural millwork and wood fabrication shops produce beautiful wood finishes. Join a professional team that has been serving the Mid-Atlantic region for 40 years.

#### *Position Description:*

- Take a “hands on” approach to managing the operations of the business, delegating responsibilities as appropriate
- Assist with accounts receivable and accounts payable
- Quickbooks experience a plus - but NOT required, we will train the right candidate
- Coordinate with suppliers to ensure adequate inventory levels
- Execute special projects as assigned
- Attention to details
- Handle fast-paced job and be adept at shifting priorities
- Join the weekly management meeting and learn from experienced business owners and staff in a formalized environment
- Able to lift up to 50 lbs.



*Hours:* Full-time Monday – Friday 7:00am – 4:00pm

*Compensation:* \$42,500 to \$60,000 based on skills, experience and other factors

#### *Benefits:*

- Pro Wood pays 65% of health, dental and vision insurance premium
- Company-provided life insurance at 3 x salary (\$300,000 cap)
- Company-provided long term disability insurance
- The resources of Marketplace Chaplains (mchapusa.com) are available to employees and their families
- 7 paid holidays
- 10 days paid time off (15 days at 5 Years)
- 401(k) plan with a 4% company match (after one year)
- Monthly paid CXP management training

Email your resume and/or complete our quick form and send it to [careers@prowoodfinishes.com](mailto:careers@prowoodfinishes.com)

**Learn more about Pro Wood Finishes at our website:**

[www.prowoodfinishes.com](http://www.prowoodfinishes.com)