



## EMPLOYMENT OPPORTUNITY

**Position:** Project Designer

**BOS Holdings Company:** BOS IL

**Location:** Chicago or Roselle, IL

**Status:** Full Time

**Salary Range:** \$50,000.00 - \$70,000.00

### About BOS IL

BOS, a 100% employee owned (ESOP) organization that has been named one of Best 100 Places to Work in Chicago for the past five years by Crain's Chicago, is looking for an experienced Project Designer to join our Chicago(land) team.

With a quickly growing team, over 200,000 SQF of suburban space, and beautiful Chicago Inspiration Center in River North, there has never been a better time to join the BOS Holdings family!

Throughout expansive growth and changes, three core competencies remain our foundation:

1. BOS continues to serve clients more efficiently with enhanced in-house capabilities.
2. BOS has a firm belief that its employee owners make the company outstanding.
3. More than just providing commercial interiors, BOS strives to provide lifestyle enrichment to its clients and to the community.

We also take great pride in our ability to give back to the communities that have helped make us successful. We contribute annually to various charitable organizations and have employee owners serving on their boards as well as volunteering throughout the community. Through integrity, inspiration and commitment, we provide a safe working environment and collaborative culture that allows for our employee owners to develop and grow their skills, contribute to their teammates and cultivate exceptional experiences for their clients.

### Why BOS IL:

- 100% Employee Owned (ESOP)
- Employee Stock Ownership Plan
- Crain's Best 100 Places to Work Chicago 2018, 2020, 2021, 2022, 2023, 2024, 2025
- World's First (and consistently top & Best In Class) Haworth Dealers
- One of Market's Best Compensation Packages
- Career Advancement Opportunities
- Medical and Dental Benefits
- 401k Program, Dental, Life, Medical and Vision
- Paid Time Off
- World-Class Workspaces in Chicago, Roselle (HQ), Tampa and Orlando
- Winning Culture
- Professional Development Programs
- Flexible Work Schedule



## Job Description

The Project Designer assists in the performance of the activities that make up the design process. The focus of the Project Designer's position is to gain practical experience and collaborate with other Project and Senior Designers in the design process.

The Project Designer will also spend time becoming proficient in CAD, CET / Configura / Spec, and other software programs used by BOSH. Since proficiency is obtained by exposure to a variety of applications and repetition, operation of these programs will represent a major portion of the Project Designer's time.

The Project Designer is expected to utilize all available corporate resources to provide professional output on assigned projects.

## Job Responsibilities

- 1) Gain proficiency in operation of CAD & CET / Configura / Spec.
- 2) May assist in the Programming Phase of the Design Process. This includes:
  - a) Interviewing clients to determine requirements.
  - b) Coordinating and executing a site analysis.
  - c) Coordinating and executing a furniture/equipment inventory.
- 3) Conducts the Preliminary Design Phase of the Design Process. This includes:
  - a) Communications analysis.
  - b) Concept development.
  - c) Preliminary block planning
  - d) Budget cost estimates.
  - e) Presentation to the client, to include Live Design.
- 4) Conducts the Design Development Phase of the Design Process. This includes:
  - a) Space planning development with client consultation and presentation, to include Live Design.
  - b) Furniture, material and finishes selection with client consultation and presentation.
  - c) Supporting documents; specifications, 3-D diagrams / renderings, and project cost summaries.
- 5) Conducts the preparation and edit of all documentation for the design project. This documentation includes:
  - a) Specifications of new and existing furniture
  - b) Product cost adjustment documents
  - c) Bid preparations
  - d) Project analysis summaries
  - e) Coordination of internal specification double checks, by others
  - f) Installation drawings and documents
- 6) Conducts the project implementation and installation phase of the design process. This phase includes:
  - a) Pre-installation coordination and job site visits.

- b) Project inspection.
  - c) Inspection resolution
  - d) As-built drawing documentation
- 7) Stays abreast of developments in the design profession and the needs within the organization and proposes ideas for problem solving, innovation and process improvement as appropriate.
- 8) Provides professional support and assistance to the design team in the development of materials utilized in presentation to the clients.
- 9) Carries out special projects and all other appropriate and reasonable duties that may be assigned from time to time.

### **Working Relationships**

- 1) Customers  
Must promote and maintain outstanding communications and service levels to all customers, seeking to facilitate and continually improve the process of doing business.
- 2) Departmental Staff  
Must provide support and assistance when requested.
- 3) Service Departments  
Must work effectively in conjunction with Technical and Administrative Services in arranging for the coordination and completion of the design process on a project.
- 4) Client Departments  
Must provide support and services to the Sales and Project Management Departments as requested.
- 5) Suppliers  
Must foster and maintain good working relationships with vendors and suppliers.

### **Job Requirements**

- 1) Must be able to communicate effectively to customers and with others over whom he or she has no organizational authority.
- 2) Must be proficient in digital drawing, and had exposure to CAD through education.
- 3) Must be able to assist in the assembly of presentation materials that convey a professional appearance and reflect quality and craftsmanship in coordination of materials and finishes.
- 4) Must be proficient in the use of an architect's scale and other drafting instruments.
- 5) Must have a good understanding of the mathematics required to successfully complete all phases of the design process.

- 6) Must have a Bachelor's degree in Interior Design from an accredited institution.
- 7) Must have completed a successful internship.
- 8) Must have had exposure, through education, to space planning techniques and commercial furniture.
- 9) Must demonstrate an ability to provide creative and innovative design solutions that meet the aesthetic and functional needs of each client while complying with code requirements.
- 10) Must be able to perform effectively under a minimum of supervision.
- 11) Must be able to work effectively as a team player on independent and group projects.
- 12) Must be open to accepting direction and constructive criticism as a means of gaining the knowledge and experience needed to develop and apply interior design skills.
- 13) Must be sufficiently flexible and resourceful to cope with the time pressures and coordination challenges inherent in the position.

Interested? Send your resume to Carla Schroeder, NCIDQ, Vice President of Design, BOS at [carla.schroeder@bos.com](mailto:carla.schroeder@bos.com)