

EMPLOYMENT OPPORTUNITY



Position: Project Manager

BOS Holdings Company: BOS IL

Location: Chicago or Roselle, IL

Status: Full Time

Salary Range: \$60,000.00 - \$120,000.00

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 Manager to join our Chicago(land) team.

With a quickly growing team, over 200,00 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!

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
- 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 Manager (PM) coordinates and executes all phases of the project management process on projects that are considered complex in nature due to their size or scope.

The Project Manager interfaces with all corporate resources (sales, design, technical services, and administration), as well as certain subcontractors (i.e. electrician, inter-market dealer etc.).

The Project manager is responsible for all communication related to the scheduling, coordination, and utilization of those resources throughout the implementation of a project.

Project Managers are required to track and record their time by task per project.

Job Responsibilities

The Project Manager is responsible for executing all phases of the Project Management Process as outlined below.

1. Selling Phase
 - a. Assists in presenting the role and value of the Project Manager to prospective and existing clients.
 - b. Determines objectives by gathering necessary project information from the client, architect and/or Project Management firm to identify the size, scope, budget, and scheduling expectations of the project.
 - c. Prepares Project Management contracts/estimates and assists in the selling of services to prospective and existing clients.
2. Project Initiation Phase
 - a. Prepares project schedule timeline of all tasks and associated milestones in accordance with manufacturing lead times.
 - b. Assembles project team members and assigns responsibilities and deadlines.
 - c. Creates Gantt chart of project critical path for client and team members.
 - d. Reviews plans and furniture requirements with architect and client to properly interpret design intent.
3. Specification and Proposal Generation Phase
 - a. Produces a takeoff from design documents and edits as appropriate.
 - b. Double checks accuracy of specifications generated by clients and/or design team.
 - c. Preparation of specifications for products, freight, and labor.
 - d. Reviews shipping requirements with Technical Services necessary for proposal creation.
 - e. Prepares and organizes proposals by phase, floor and product type.
4. Order Coordination Phase
 - a. Receives and reviews client purchase orders.
 - b. Prepares all documents, including any special instructions, necessary for order placement.
 - c. Verifies accuracy of product order, shipping information and production dates with manufacturer acknowledgements, notifying manufacturers of any discrepancies.
 - d. Obtain cuttings for approval, process approvals and confirm furniture manufacturer receipt of all COM's.
 - e. Receives and processes all change orders which requires repeating letters a. – d. above.

- f. Maintains financial records of all changes and costs associated with the project.
5. Project Coordination Phase
 - a. Maintains communication with clients, construction project managers, installers, and sub-contractors regarding project status.
 - b. Maintains system generated status reports recording all tracking information and dates related to the project. Distribute status reports routinely.
 - c. Sets up project job folder maintain scope and approval documents throughout the project according to project management procedures.
 - d. Updates all project reports as information changes.
 - e. Coordinates all project implementation with sales, design, installation, sub-contractors and client.
 - f. Troubleshoots and resolves problems throughout the project to avoid conflicting with project objectives.
6. Installation Phase
 - a. Attends construction/pre-installation meetings and/or calls.
 - b. Requests and processes necessary certificates of insurance.
 - c. Coordinates, reviews, assembles, and distributes all installation documentation.
 - d. Monitors job site conditions to determine appropriate installation start date.
 - e. Establishes schedule for shipping, deliveries, installation, sub-contractors and dumpsters.
 - f. Conducts job site visits and monitors installation progress to insure adherence to schedule.
 - g. Reviews packing list to verify order completeness.
 - h. Notifies Manufacturers, freight companies and BOS customer service of any product shortages and damage.
7. Close Out Phase
 - a. Inspects each phase as completed, generates pre-punch list and notifies job foreman of corrective action items.
 - b. Conducts walk through with client, architect or construction project manager to identify any remaining areas of imperfection.
 - c. Resolves areas of imperfection and issues certificate of substantial completion for client sign off during final site inspection.
 - d. Documents all field changes made during the installation and notifies design for completion of as-built drawings.
 - e. Consolidates team files in to one set of records for future reference discarding all non-valid documents.
 - f. Complete project history summary.
8. Professional Training and Development

- a. Keeps informed of developments in the profession, industry and organization for continual self-improvement and process refinement.
 - b. Reinforces skill development in the training of project team designers by providing instruction and on going feedback of work reviewed by project manager.
 - c. Provides project management training to designers, sales or technical services staff who must perform project management duties due to increased work volume.
 - d. Advise supervisors of skill development progress.
9. Carries out all other reasonable duties and responsibilities that may be assigned from time to time for special projects.

Job Requirements

- Bachelor's degree or applicable job experience.
- Must be able to effectively communicate with customers and others who are involved throughout a project.
- Must have significant computer experience and knowledge of Word, Excel, and specifying and project management programs.
- Ability to work independently and within a team environment.
- Knowledge of sales process and presentation skills.
- Willingness to travel as required.
- Efficient planning and effective time utilization skills
- Thorough understanding of design skills and processes
- Detail oriented and strong organizational skills.
- Proven history in accurately specifying furniture panel systems for completed projects.
- Able to perform effectively with a minimum of supervision.
- Resourceful, capable of adapting and coping with time pressures and troubleshooting responsibilities inherent to this position
- Preferred two to three years of experience in Commercial Interiors, Office Furnishings or in a related industry capacity.

Interested? Send your resume to Gretchen Kuzas at gretchen.kuzas@bos.com