

EMPLOYMENT OPPORTUNITY



Position: Sales Project Manager
BOS Holdings Company: BOS IL
Location: Chicago or Roselle, IL
Status: Full Time
Salary Range: \$50,000.00 - \$100,000.00

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 Sales 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 Sales Project Coordinator (SPC) is responsible for the entire sales order fulfillment process, including management of customer orders from order entry point through punch list, providing support to sales personnel, and accurate and timely service to customers.

Coordinates order entry, order management, factory interface and close-out of orders.

Job Responsibilities

The Sales Project Coordinator (SPC) will interface with all corporate resources (sales, design, technical services, and administration), as well as certain subcontractors (i.e., electrician, inter- market dealer etc.). The SPC is responsible for all communication related to the scheduling, coordination, and utilization of those resources throughout the implementation of a project. Job responsibilities include:

1. Selling Phase
 - a. Assist with product selection and prepare presentations for client review, ensuring alignment with scope, budget, and lead time requirements.
2. Project Initiation Phase
 - a. Prepares project schedule timeline of all tasks and associated milestones.
 - b. Create and maintain client profiles in the ERP database.
3. Specification and Proposal Generation Phase
 - a. Verify the accuracy of specifications provided by clients, vendors and/or the design team.
 - b. Prepares visual presentations that outline proposed products, freight, and labor for client review.
 - c. Reviews shipping requirements necessary for proposal creation.
 - d. Prepares and organizes proposal by phases and overall project scope.
4. Order Coordination Phase
 - a. Receives and reviews client purchase orders.
 - b. Prepare order entry coding in the ERP system to facilitate procurement processes and workflow monitoring.
 - c. Confirm all purchase orders have been received by vendors.
 - d. Verifies accuracy of product order, shipping information and production dates with manufacturer acknowledgements. Notifies manufacturers of any discrepancies.
 - e. Address vendor inquiries and required order documentation, including signoffs and approvals, directly with vendors.
 - f. Obtain cuttings for approval, process approvals and confirm furniture manufacturer receipt of all COM's.
 - g. Receives and processes all change orders.
 - h. Responsible for maintaining accurate and up-to-date order details in the ERP database, including pricing, shipment dates, and order numbers.

5. Project Coordination Phase
 - a. Maintains communication with internal sales team regarding project status.
 - b. Sets up status reports recording all tracking information and dates related to the project. Distribute status reports routinely.
 - c. Track and monitor all shipping and receiving.
 - d. Receive products in ERP database.
 - e. Create work orders and coordinate installation dates with installers and customers.

6. Installation Phase
 - a. Coordinate and participate in pre-installation meetings either in person or virtually.
 - b. Requests and processes necessary certificates of insurance.
 - c. Coordinates and distributes all installation documentation.
 - d. Establishes schedule for shipping, deliveries, installation, subcontractors, and dumpsters.
 - e. Reviews packing list to verify order completeness
 - f. Notifies Manufacturers, freight companies and BOS customer service of any product shortages and damage.

7. Close Out Phase
 - a. Generate pre-punch list and notifies job foreman of corrective action items.
 - b. Coordinates walk through with client, architect and BOS Sales Rep to identify any remaining areas of imperfection.
 - c. Facilitate the reporting of punch list items through line-item entry in ERP database.
 - d. Address areas of imperfection and issues BOS work order for client sign off during final site inspection.
 - e. Document all field changes made during the installation and notifies design for completion of as-built drawings.
 - f. Close out work order and generate final invoicing upon project completion.

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 ongoing feedback of work reviewed by Sales Project Coordinator
 - c. Advise supervisors of skill development progress.

9. Performs 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