



EMPLOYMENT OPPORTUNITY

Position: Senior Project Designer

BOS Holdings Company: BOS IL

Location: Chicago or Roselle, IL, Hybrid or Remote

Status: Full Time

Salary Range: \$70,000.00 - \$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 Senior 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 Senior Project Designer may work independently to coordinate and execute all phases of the design process.

The Senior Project Designer provides assistance in the training and professional development of the Project Designers.

The Senior Project Designer is expected to utilize all available corporate resources to provide a professional, well coordinated design that meets or exceeds the client's expectations for function and aesthetics within the identified budget.

Job Responsibilities

- 1) Sells prospective and existing clients design services.
- 2) Assists 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) Coordinates and executes 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) Coordinates and executes 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) Coordinates and executes 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) Coordinates and executes the project implementation and installation phases 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) Trains Project Designers on techniques and methods that will enable them to become more proficient in all phases of the design process.
- 9) Advises the supervisor on the exposure and proficiencies gained by Project Designers that participate on assigned projects, concurrently providing ongoing support and reinforcement for skill development.
- 10) Provides professional presentations to clients that effectively communicate the design process and its value to a quality installation.
- 11) 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 the process of doing business.
- 2) Departmental Staff
Must negotiate with other staff members to share the services of administrative support over whom the employee has no supervisory authority.
- 3) Service Departments
Must work effectively in conjunction with Technical and Administrative Services in arranging for the coordination and completion of the design process for 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, suppliers and subcontractors.

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 able to operate a CAD system for drafting and specifying.

- 3) Must develop a knowledge and proficiency in sales and presentation skills.
- 4) Must be able to assemble and develop effective presentation materials that convey a professional appearance and reflect quality and craftsmanship in coordination of materials and finishes.
- 5) Must be proficient in the use of an architect's scale and other drafting instruments.
- 6) Must have a good understanding of the mathematics required to successfully complete all phases of the design process.
- 7) Must have a Bachelor's degree in Interior Design from an accredited institution.
- 8) Must have two (2) years of contract design experience.
- 9) Must be experienced in panel systems, space planning and specifying.
- 10) 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.
- 11) Must be able to perform effectively under a minimum of supervision.
- 12) Must be able to work effectively as a team player on individual and group projects.
- 13) 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.
- 14) 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