

JOB DESCRIPTION

# BAO LIVING

Project + Manufacturing Manager



BAO HOUSE  
PUBLISHING

The company

## WHO ARE WE?



Bao Living is a company that designs and commercialises products that make residential construction more affordable and sustainable. We believe this is extremely important because we are facing two huge challenges in the near future: rapid urbanization and global warming. Bao Living's reason for existence is to make positive progress on these two fronts.

Our work is currently centered on commercializing a patented technology called SAM. This in house developed system enables us to produce and install the utilities of a living space in a more affordable and sustainable way. We are experiencing significant market- traction around this product and are currently searching for driven people who can help us realize our next series of commercial projects. If you want to help move the construction industry towards a more inclusive, environmentally friendly place don't hesitate to reach out.

For more information about our mission you can give our Bao Master Plan [part\\_1](#) and [part\\_2](#) a read.





What are we looking for?

## **Product/Project Manager**



We are on the lookout for a Product/project manager to help us with the next step of scaling Bao Living. You will work towards being our specialist for all things supply chain, on-site work and cost management and will form an integral part of scaling the installation of SAM units in Belgium and abroad.

In this phase of the business your responsibilities will be 2-fold. At first, a lot of your responsibilities are shared with the product team as each member is asked to design SAMs, make quotes and draw up a proposal document for potential customers. This work is done in-between projects and is necessary for us to land those projects and keep building SAMs.

When we move towards the execution of these projects you will start taking the lead more and more. It will be a challenge to shift from designing a SAM to owning the operations and installation of the units on site but this will push you to grow on all fronts as you will take what you have learned in the design phase with you to the execution. It's very much a given in the phase of the business that this job will require you to or encourage you to have range.

The day to day of managing the pre-build, build and post-build phase requires a structured approach, clear communication and a knack for diving into the details of quotes, orders, costs and more. You will set up budgets, manage orders, communicate with suppliers, installers, production and customers, arrange transport and just make sure the site runs smoothly.

At Bao Living we pride ourselves on being level-headed, constructive collaborators, doing the right thing above the easy thing, pro-active in communication, hard working bunch of people. All the while maintaining a very open and casual work environment where we push each other to grow as people and professionals.

### **This involves amongst others:**

- Further develop and maintain the design of our product; the SAM. This includes digital design and the development of a digital library that forms a crucial part of our product's configurability and ease of use.
- This design work has innovative and conceptual aspects but needs to satisfy manufacturing and installation requirements to ensure the practical implementation of our product.
- Contact with internal as well as external partners to come up with novel solutions. You will be working with our own product and marketing team as well as our industrial partners, design studio partner, manufacturing and installation parties.
- Contact with suppliers involving almost all materials used in the building industry: raw materials, kitchen and bathroom equipment, HVAC equipment, electricity and domotics.
- A sense of aesthetics as the SAM has to offer a practical, comfortable and aesthetical solution to its customer. On the whole though, the profile we are looking for is a function over form type of person. You can't be afraid to dive into the numbers or practicalities of it all.
- Above are some concrete examples of the type of work you will be doing, but you should note that in this phase of our business you should be ready to assume different roles within the company. One day you may be tied down with admin or leading a project and the next day you may be dealing with practical issues on a construction site. Be ready.



## What we expect from you?

- Be 'self motivated'. You are part of a team that has to invent its future every day.
- Have a keen interest in industrial design and/or helping to build a new type of building product for the 21<sup>st</sup> century.
- Focus on growth. Bao Living aims at growing because its product can only flourish with volume.
- Take initiative within a consensual environment. We try to be a very collaborative work environment and we expect you to contribute proactively.
- Have high standards but know that perfection doesn't exist.
- Have an eye for detail and a good judgement for the "details that matter".
- Be flexible: you can wear many different hats and you should be comfortable with the interchange between leading roles and supportive ones (project leader to basic admin).
- You are not afraid to get their hands dirty, we are working in the construction sector after all.
- You can find the balance between innovative, original concepts and practical, deliverable solutions.

## Required Skills & Experience

- 2-5 years in a manufacturing or project management role preferred.
- A degree (university or equivalent) in engineering, design or architecture.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Great written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, as well as hourly staff.
- Passion for Bao Living's mission and real belief in the company's value proposition.
- A self-starter and a team player that will thrive in an organizationally young entrepreneurial environment.
- Experience utilizing software programs such as, SketchUp, Vectorworks, Autodesk.
- Not afraid of rolling up the sleeves and doing some very hand's on DIY work or on-site management. A proficiency for handy-work a definite plus.
- Data focused with an attention to detail.
- Experience with or desire to learn how to plan and manage complex construction projects.
- Experience with or aptitude for designing, implementing and maintaining business processes.

## Necessities

Driving license, owning a car not necessary.

Proficient in Dutch and English. French is a definite plus.



The interview process

## WHAT TO EXPECT?



### THE CALL

Having read your application we will give you a call and have a short chat about what we liked about you and to see when we can have a first interview.



### FIRST INTERVIEW

This should not last much longer than an hour and is a get-to-know each other meet-up to see if there's a culture fit and profile match.



### ASSIGNMENT

Depending on the position you are going for we may give you an assignment. We try to keep the assignment short, say 2 or 3 hours max.



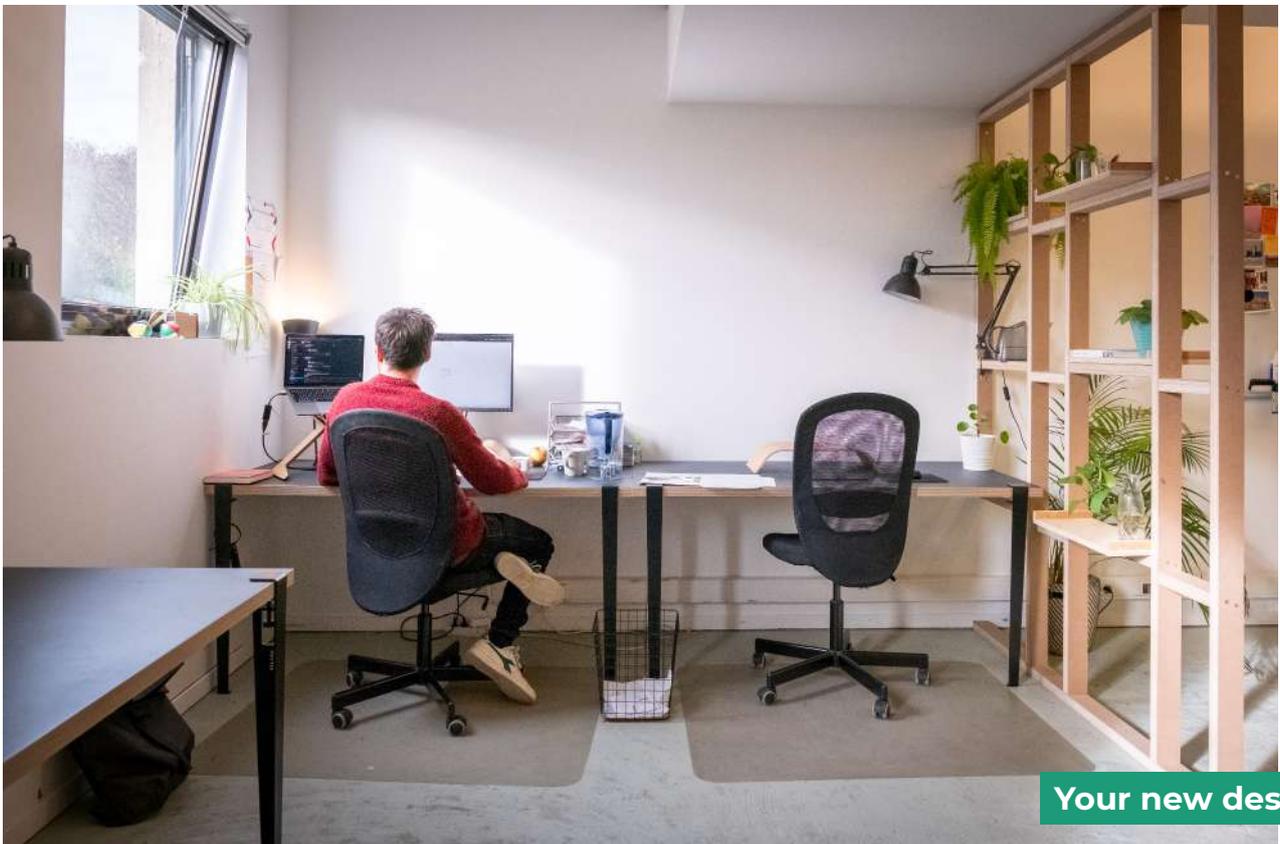
### LAST INTERVIEW

This final interview is where we pick up on some of the questions we have for you based on the 2 previous stages and we go through our own questionnaire.



### THE VERDICT

Within 2 weeks after the final interview we will call you with the good or the bad news. We're more than happy to give structured feedback regardless of the verdict.



Your new desk?

If you feel that you are a match, contact us by sending your **CV** and a filled in **“Tell us about yourself” page** that you can find on the next page to this address:

[work@baoliving.com](mailto:work@baoliving.com)

Who are you?

# TELL US ABOUT YOURSELF?



Hello,

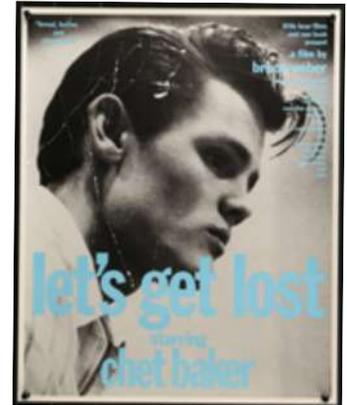
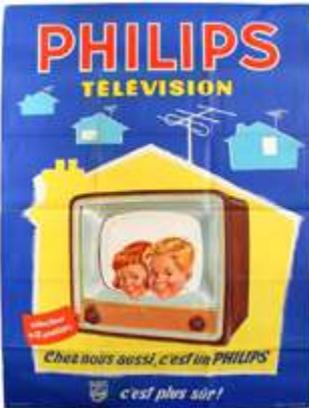
My friends call me ..... and I am passionate about .....

In my free time I .....

When I was young I dreamed of being .....

My signature dish is ..... and I will make it for you if you hire me.

You win €1.000.000, the first thing you would do is .....



## DESIGN

Name 3 products you consider to be timeless references of industrial design.

1. ....
2. ....
3. ....

## MOVIES

If you had to watch only 3 movies for the rest of your life, what would it be?

1. ....
2. ....
3. ....

## MUSIC

If you had only 3 albums to listen to over and over for the rest of time, what would it be?

1. ....
2. ....
3. ....

PS. How did you learn about this job opening?

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