

## Website Job Posting

<b>Position</b>	<b>Designer</b>
<b>Department</b>	<b>Design</b>
<b>Responsibilities</b>	<p>The following is a list of general responsibilities for the Designer. It is understood that these general responsibilities are not inclusive of all the duties that this position requires, but instead, are intended as a general scope of work. The Designer should:</p> <ul style="list-style-type: none"> <li>• Work closely with and take direction from the VP of Design and the Lead Project Designer in the development of projects with a concentration on but not limited to the finishes and materials associated with the projects.</li> <li>• Work closely with and take direction from the VP of Design and the Lead Project Designer in assisting with the project drawing development and coordinating the required notification system associated to the drawing documents.</li> <li>• Attend client meetings and assist the Lead Project Designer in the preparation and follow thru on the commitments from these meetings.</li> <li>• Develop budgets associated with the projects and coordinate design/contractor specifications.</li> <li>• Coordinate with Purchasing Agents &amp; Project Managers to assure timely purchases, shipment, and installation of all project specifications.</li> <li>• Approve all finish samples and fabric cutting samples received as part of the administration of the project.</li> <li>• Assist the Lead Project Designer with the Project Close Out; specifically relating to the portions of the Project with which the Designer was involved.</li> </ul>

**Job Requirements**

The following is a list of job requirements for the Designer position:

- Must be able to communicate effectively and professionally with clients, vendors and employees within the company.
- Must be able to maintain the highest level of confidentiality, handling sensitive information concerning both the company and its clients.
- Must be adept at multi-tasking, have exceptional organizational skills and a highly developed sense of design.
- Must excel in MS Office products such as Word, Excel and Outlook.
- Must be knowledgeable in AutoCAD, Revit and Photoshop/InDesign
- Must have knowledge of code/regulatory compliances related to design.
- Must have a strong background and knowledge in the writing and reviewing of design specifications.
- Minimum of 5 years experience in Commercial Design, preferably with extensive experience in Casino and Hospitality Design.
- Must have a design degree in Interior Design and/or Interior Architecture from an accredited University.
- NCIDQ certification preferred.