

Website Job Posting

Position	Project Designer
Department	Design
Responsibilities	<p>The following is a list of general responsibilities for the Project Designer. It is understood that these general responsibilities are not inclusive of all the duties that this position requires, but instead, is intended as a general scope of work. The Project Designer must:</p> <ul style="list-style-type: none"> • Work closely with and take direction from the Senior Project Designer assigned to the Project. • Attend Client meetings when requested and take thorough notes. • Assist and support the Senior Project Designer during design phases with research, graphics, etc., as required. • Develop and coordinate construction documents as assigned. Work closely with all consultants and coordination of construction documents. • Be a part of communication with the Project Manager, Project Architect, and Senior Project Designer with respect to the Project budget and schedule. • Review all submittals and shop drawings for the portion of the Project to which the Project Designer is assigned. • Observe construction progress and assist jobsite in additional detailing as required, solving issues in the field. • Create a Cartoon Set to initiate working drawings according to the phasing of construction as determined by the preliminary and detailed construction schedule. • Assist the Senior Project Designer with punch lists as required and directed for the Project.

Job Requirements

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

- Must be able to communicate effectively and professionally with clients as well as within the Company.
- Must excel in the production and review of Interior Design documentation including plans, elevations and millwork/construction details.
- 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, with exceptional organizational skills as well as a highly developed sense of design.
- Must be proficient in MS Office products such as Word, Excel, Outlook, Photoshop and Sketchup.
- Must be proficient in AutoCAD and Revit.
- Must have a strong technical interior design background and knowledge in reviewing of interior design documents.
- Must have knowledge of all code compliances related to Interior Design.
- Minimum of 5 years experience in Commercial Interior 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.