Hospitality Furnishings & Design, Inc. specializes in providing quality Interior Design Services, Project Management and FF&E procurement to the hotel industry. Founded in 2001, we continue to lead the way with our commitment to create a memorable experience for our clients while maintaining their profitability. With over 15 years of hotel operation experience, we understand the challenges hotel operators face. We listen to our customer concerns and provide solutions that achieve their business goals.

Our company is currently looking for a CAD Specialist/Designer. This is a full-time salary position.

**Job Responsibilities**

Job responsibilities include but are not limited to:

* Drawing details, including (but not limited to) custom casework & furniture pieces, lighting and reflected ceiling plans and custom-designed interior features.
* Collaboration with Interior Designers on a daily basis to complete design drawing packages.
* Some collaboration with Estimators in regards to takeoffs and furniture counts.
* Accomplishing tasks within assigned deadlines, meeting HFD CAD standards, and the hotel brand drawing submittal requirements.
* Making suggestions to streamline the drawing process and follow through with the appropriate process documentation.
* Maintaining electronic library of completed blocks & reference drawings.
* Following HFD filing standards for emails, approvals and project information drawings.
* Meeting project deadlines. Communicates any obstacles well in advance so that corrective actions can be taken by other team members and Management.
* Maintaining an organized personal space; and company workspaces.
* Good time management practices with a solid understanding of how long it takes to complete work.
* Arriving on time daily; work diligently with team members to complete tasks; plan schedule to accommodate when additional work hours may be required to meet deadlines.
* Answering emails & voicemails daily in a professional manner in line with HFD standards.
* Leading by example and Present a professional, energetic, & positive demeanor.

**Job Skills & Qualifications**

* Interior Architecture Design degree or similar required
* 3-5 years of experience with interior design construction documents, space planning or related industry.
* Interior Design, Space Planning or in a related field is preferred.
* Proficiency with Revit in addition to AutoCAD is preferred.
* Bluebeam experience is preferred.
* Able to work efficiently in Microsoft Office suite (Excel, Outlook, Word).

**Additional Information**

* Work hours are Monday-Friday from 8:00 am to 5:00 pm, with a 1-hour break for lunch.
* Work beyond normal business hours may be required occasionally to support business needs, projects or operational support that may be required outside of normal business hours or on weekends.
* Position requires being seated at a computer for most of the day.
* HFD participates in the Federal E-Verify Program.

The above statements are intended to describe the work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.
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