

Project Designer-Job Description

Job Title:	Project Designer
Department:	Portage, IN Office
Reports To:	Ryan Kelly
Exemption Status:	Non-Exempt
Payroll Admin:	Salary
Expected Hours:	Full-time

Position Summary

- Holladay Properties, an innovative real estate development company with offices located in over 11 states, seeks a creative Project Designer for their NW Indiana office in Portage, Indiana. In addition to having a creative mindset, the candidate should possess strong technical and CAD drafting skills. The Project Designer will work closely with other in-house design team members to provide support to Project Developers on a variety of project types; including, industrial, hospitality, multi-family, medical and office. Under the direction of the Project Manager and/or Project Architect, candidate will create conceptual designs, presentation drawings and/or renderings, and final construction drawings.

Essential Duties:

- Assist in the design process from beginning schematics through construction
- Prepare presentations drawings & reports for internal and external project communication
- Attend project team meetings
- Prepare schematic land and site planning drawings with graphic content to convey ideas, methodologies, and approaches for marketing and proposal requests.
- In-house design for Holladay Owned and/or Managed Buildings and Tenant Improvements
- Prepare schematic design, design development, and construction drawings under the supervision of Project Manager/Project Architect
- Coordinate design intent with outside design consultants as required on projects.
- Assist in preparing design guidelines, land development standards and narratives, along with other project creative writing.

Skills & Abilities:

- Knowledge of architectural design, space programming, site planning, building codes, building materials, and construction techniques.
- Keen eye for graphic clarity in presentation drawings and renderings
- Verbal and written communication skills
- Working experience with REVIT, AutoCad, SketchUp, Adobe Photoshop & Illustrator, and Microsoft Office Suite
- Ability to work independently and a strong commitment to team effort through the spirit of collaboration

Qualifications

Education	Degree in Architectural Design and/or Interior Design
Experience	Min. 2 years of experience in design related field is preferred