

Position Title	AutoCAD & 3D Technician
Department	Design
Location	Vancouver or Remote
Reports To	Director of Design & Procurement
Last Updated	January 28th, 2021

Overall Purpose of this Role

To provide assistance to the Design Department, streamlining the HF design process through developing technical drawings of hotel brand prototypes.

Key Accountabilities

- Responsible for developing new construction brand flag AutoCAD template files including floor plans, elevations, and sections, as needed.
- Maintains the FF&E AutoCAD and Blender library.
- Creates additional renderings as needed under the guidance of the Lead Design Project Manager.
- Revise drawings/models per red line markups and guidance by the Lead Design Project Manager.

Experience / Skills / Education

- **Minimum educational level** of Associates degree in Drafting, Interior Design, or the equivalent. **Alternate Certification:** CAD Certification
- 2-4 years technical drafting experience
- Experience in commercial or hospitality design is a plus.
- Proficiency in reading architectural drawings
- Proficiency using AutoCAD software; Experience with Autodesk Blender a plus.
- Knowledge of Google Suite.
- Ability to meet deadlines.
- Organize, prioritize and complete multiple tasks and projects simultaneously.

Key Soft Skills

- Communication
- Flexibility
- Time Management
- Self-Motivated
- Problem Solver

Key Dependencies / Work Relationships

- Expectation to build working relationships with **all employees**
- This role may be asked to work with the Product Team
 - Onboarding of new hotel brand prototype AutoCAD files