



## Architectural Senior Drafter

**Firm Profile:** Nadel, Inc. is an award-winning architectural firm with excellent clients and an extensive portfolio of projects nationally. Our depth of experience provides support and mentoring for our staff members, while our passion for innovation encourages creativity in a broad range of building types.

**Job Description:** We are seeking an accomplished full-time Senior Drafter for our Las Vegas office, with experience in retail and hospitality building types. Qualified candidates should be familiar with the building type, technologies, and applicable codes, able to work effectively as part of an overall design team, and experienced with ACAD programs. With only very limited direction, a Senior Drafter assists in the preparation of the contract documents. They have a thorough understanding of the basic elements of construction and the various systems normally anticipated.

This is a long-term position and an opportunity to develop one's career in a highly professional setting.

### Job Requirements:

The ideal candidate must possess the following minimum qualifications:

- CAD knowledge with sufficient training (an equivalency of approximately five (5) years experience).
- Accomplished in all skills and tasks of the prior levels.
- Able to have verbal and written communications with consultants, public agencies, tenants and contractors, etc.
- Has overall knowledge of the building codes and its application to the work.
- Able to create details, sections and construction notes as it relates to the design intent and incorporating design intent into contract documents.
- Able to help answer contractors' requests for information (RFIs) during construction.
- Able to direct and evaluate Junior and Intermediate Drafters.
- Able to use discretion and judgment as to clients needs, contractor's requirements and public agencies interpretation of codes.
- Able to attend meetings with clients, material suppliers, contractors and consultants.
- Able to coordinate the work of all consulting engineers within the contract documents.
- Has good overall knowledge of construction techniques and products.
- Able to be budget conscious as it relates to time spent on projects.

### Job Responsibilities:

- Specification editing.
- Shop drawing processing.
- Field observation reporting and process.
- AIA documents related to our use on project.
- Filing (electronic and hard copy)
- Utilizes office forms and procedures.
- Checking of drawings.
- Working, coordinating and communicating with CAD, e-mail, word processing and other electronic media.

We offer a substantial benefits package to full-time employees, including health insurance, dental insurance, a 401(k) plan, Paid Time Off, and a competitive salary commensurate with experience.

**Contact Information:** If you meet the criteria for this position, please send a detailed resume and a portfolio of sample work in PDF format ONLY to [employment@nadelarc.com](mailto:employment@nadelarc.com).

Please, no recruiters or phone calls, and no links to web pages will be reviewed.