

JOB DESCRIPTION

Trainee Cad Technician



Overview of position

The Technician is employed to assist with the administration activities of the drawing office as well as training for Drawing works. This position will be working alongside all Drawing office staff and will be responsible for ensuring the drawing operations are run efficiently and effectively.

Reporting to: Drawing Office Manager

Key Responsibilities

- Responsible for the daily upkeep of the drawing register:
 - Issuing clients design information to draughtsmen to prepare our drawings
 - Issuing drawings to customers, architects, engineers and others, ensuring drawings are issued on time and to keep within the agreed time scale of each contract
 - Chasing drawing approval
 - Preparing Operation & Maintenance (O&M) Manual material.
- Ordering materials with suppliers.
- Answering telephones for Drawing Office.
- Other administration duties as required.
- Production of AutoCAD & `In house` software layout drawings for projects.
- Liaison with both Engineers and Architects on design criteria.

Education & Experience Requirements

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| • IT skills – in particular MS Office, Outlook & Internet | Essential |
| • Organised, proactive and efficient, used to working with minimum supervision | Essential |
| • Confident telephone manner | Essential |
| • Ability to prioritise simultaneous activities within challenging timescales | Essential |
| • A good working knowledge of AutoCAD and/or similar for the production of drawings. | Desirable |
| • Good understanding of the construction industry. | Desirable |

Qualifications Requirements

- A good level of secondary education, including Maths and English.

Training

- Training will be given on how to produce basic layout drawings for prestressed floors and precast staircases.
- All employees are required to undergo training when it is deemed necessary to enhance their skills.
- Ongoing professional training support will be considered.