

Job Description

Position/Job Title: CAD Operator

Line Manager: Operations Manager

Job Duties

General description:

As a CAD Operator, you will be responsible for developing a design, working from Sales Estimator Quotes, Surveyor Notes, Customer Information and drawings to enable the Customers order to go into production.

Duties:

- Design plans using AutoCAD design software
- Work from rough sketches, specifications and quotes
- Assist design team members with drawings, design, learning and understanding our specific drawing requirements and products
- Monitor dates of new files to ensure initial drawing times can be achieved
- Update the CRM with drawing issue and approval dates
- Update drawing database to reduce time spent drawing from scratch each project
- Provide production CAD support
- Adhere to health and safety legislation taking responsibility for you own health and safety at work and that of others who may be affected by others
- Any other duties that are reasonably asked of you by management

Requirements:

- Must have an advanced knowledge of various software packages, including 2D AutoCAD
- Must be very familiar with various drafting techniques and technologies, as well as with the relevant CAD standards.
- Strong analytical skills, accuracy, and a good eye for detail are essential in this profession.
- Excellent communication skills are a must to train users and provide them with technical support and advice.
- Must have particularly good writing skills, as they are responsible for producing technical documentation for various design software features, functions and customizations.
- Resource management and planning skills are a very strong asset because you are responsible for defining requirements for CAD equipment, as well as for purchasing it and estimating future requirements and costs.

- The ability to work to tight deadlines and within budget is very important.
- Must, have formal training in computer aided drafting and design or in architectural drafting.