

We are currently looking for an Auto CAD Technician to join our team for a full-time position for someone with experience detailing balustrade, shopfront, shower, stairs for building.

Main Duties:

1. Site visit & surveys for technical precise measurement.
2. Preparation of preconstruction shop drawings - 2D technical & architectural drawings for presentation and production.
3. To work closely with the Production and Planning Department & to prepare of all technical orders & briefing in collaboration with Head of production
4. To supervise the smooth running of operations on construction sites, cross checking & verification of all works done by staff & sub contractors. This includes the following up, attending site meetings, overseeing the delivery.
5. To do Snagging & De-snagging works; i.e.to Inspection of construction works for any faults left or problems caused by the staff & sub contractors. This is followed by a full report which is sent to all concerned department. De-snagging involves on site verification of the amendments done as per the snag report.
6. Review and interpret Architectural drawings and Specifications

Requirements:

1. High proficiency in AutoCAD with minimum 3 + years' experience drafting.
2. Diploma or Bachelor`s degree in Design or other related field
3. Word, Excel, Outlook
4. Holder of a valid driving license
5. Seeking clarity and understanding for all projects' details
6. Ability to think creatively and critically
7. Strong communication and math skills
8. Willingness to work odd hours

Other:

1. Ability to work in a team environment
2. Excellent organizational skills
3. Customer service focus
4. Being polite and helpful
5. Speak and write English and French