**Position:**

Architectural Millwork Drafter/ Engineer

**Qualifications:**

* Must be 18 years of age
* Drafting: 2 years
* Micorvellum (or equal): 1 years
* CAD: 1 year
* Commercial Woodworking: 1 years
* Able to take direction and instruction from supervisor
* Valid driver’s license
* Solid transportation and prompt
* Excellent communicator, Self-starter
* **Positive Team Player**, who takes ownership of role

**Principal Duties / Responsibilities**

* Take lead role in coordinating drafting tasks with production schedule
* Use AutoCAD to produce shop drawings in Mircrovellum (or equivalent) environments to generate production orders
* Program details and sections for fabrication
* Assist drafting department with design of custom/modified products prior to shop drawing submittal
* Ability to optimize and prepare cut lists for production orders
* Coordinate with drafting department manager on a weekly basis for product drawings
* Coordinate with project manager(s) and production manager to maintain schedules and deadlines
* Proactively review job list for new projects
* Review new projects with project team to develop timeline for each project
* Design/Draw products as needed for production for automated equipment
* Build and maintain product library in drafting software
* Help streamline process from shop drawings to fabrication
* Prepare submittal packages
* Continue to evolve, including learning and adapting to software advancements, process and procedures
* Keep detailed records
* Team Player willing to take challenges head on with a can-do attitude

**We Offer:**

* Competitive Wages
* Company Paid Health & Dental
* Paid Sick Leave
* Paid Vacation and Holidays
* 401K

**Shift:**

* Full Time
* Weekdays from 6am-2:30pm
* Potential overtime, based on business needs