



## CAD Designer

### Job Description

**Reports to:** Technical Director

#### **Job Purpose:**

To ensure the company's design commitments are delivered effectively, efficiently, on-time, to specification and in a cost effective manner. Understands this job description is indicative, not exhaustive.

#### **Key Performance Indicators**

- ❖ Maintain performance in line with the company's business plan and objectives
- ❖ Office environment performance expectation is to work well in a team with the other colleagues, carry out all tasks in a professional manner and effectively communicate with both internal and external parties.
- ❖ Proactive with an enthusiasm and determination to improve yourself, the process and business where possible

#### **Specific Tasks**

- ❖ Produce high quality general arrangement drawings in the most efficient.
- ❖ Prepare high quality GA drawings for rain screen cladding, curtain walling, windows, doors, louvered grilles etc.
- ❖ Liaise with architects and main contractors.
- ❖ Work to an estimate and project specification.
- ❖ Have and maintain comprehensive knowledge of the products offered by the company.
- ❖ Reading all forms of design related drawings and specifications.
- ❖ Undertake site visits and meetings as required by the company in relation to the design process.
- ❖ Attend co-ordination meetings both internally and externally.
- ❖ Liaising with internal departments to gain the required information to complete design.
- ❖ Attend any internal meetings and workshops required.
- ❖ Attend any supplier related training as needed.(including overnight stays)
- ❖ Assisting with administrative duties.

#### **Key Skills**

- ❖ Knowledge of the Fenestration Industry and the route to market for the company's products.
- ❖ Experience of system house Sapa, Technal, Scheuco, Kawneer etc. beneficial but not essential.
- ❖ Design / technical experience of window, door, curtain wall systems.

- ❖ Understanding architect requirements.
- ❖ Excellent numerical skills.
- ❖ Excellent communication skills, both verbal and written.
- ❖ Computer Literate in use of industry related software, Microsoft and CAD.
- ❖ Ability to work under pressure and meet deadlines.
- ❖ Familiarisation with current Building Regulations beneficial but not essential.
- ❖ Familiarisation with main contractor external portal access document controlling such as ASite, 4P etc. beneficial but not essential.

### **Key Attributes**

- ❖ A professional and positive working approach.
- ❖ Team Player and able to work on own initiative.
- ❖ Self-motivated & enthusiastic.
- ❖ Highly Organised and efficient.
- ❖ Excellent problem-solving skills.
- ❖ Have a background within the fenestration industry.

### **Qualifications (minimum required)**

- ❖ GCSE A-C Maths and English minimum.
- ❖ Current UK Driving licence.
- ❖ 5 years minimum industry experience relating to fenestration design.