

JOB DESCRIPTION

Role Title:	Draughts person	Location:	Bildeston or London
Department:	Design		
Reports to:	Design Department Manager	Direct Reports:	None

Role Overview:	<p>The role is often fast paced, requiring you to work closely with various Design Managers and other key members of the project team.</p> <p>You will be creating high quality detailed technical drawings and plans based on designs supplied by architects and designers.</p>		
Roles & Responsibilities:	<ul style="list-style-type: none"> • Provide accurate, detailed and to scale drawings • Ensure drawings are compliant with industry and health and safety standards and protocols • Update drawings to internal and external comments • Take ownership and responsibility for the design of the joinery elements allocated to you right through to project competition • Checking drawings against architects details and ensuring the latest architects drawings are being worked to. • Assist with production queries and issues needing technical support • Assist in developing work processes within continuous improvement work • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures 		
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Excellent attention to detail • Teamworking, relationship building • Communication skills • Good time management and prioritising skills • Problem solving skills • Creative thinking 		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • AutoCAD / Solidworks • Microsoft Excel • Microsoft Word • Background or understanding of joinery 		
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none"> • Related qualification / certificate would be highly advantageous 		
Key Internal Relationships:	<ul style="list-style-type: none"> • Design including Document Control • Project Managers / Site Managers • Surveyors 		
Key External Relationships:	<ul style="list-style-type: none"> • Main Contractors • Sub Contractors • Suppliers 		
Prepared By:	David Shiress	Date:	16.05.22