

AutoCAD Drafter

Job description:

We are looking for an AutoCAD drafter / estimating assistant to add to our work family. We do jobs such as new mechanical ducts, hood and blower installations in Commercial kitchens throughout the tri-state area.

Duties:

- Create detailed mechanical drawings and designs using AutoCAD or comparable drafting programs.
- Ability to read and measure mechanical plans.
- Collaborate with engineers, architects, contractors and other team members to develop and refine mechanical designs.
- Revise and update drawings as necessary based on feedback and design changes.
- Compile submittal documentation of mechanical equipment for record.
- Ensure compliance with industry standards and regulations in all designs.
- Maintain organized files and documentation of all drawings.
- Preparation of Estimates/proposals and constant follow up with customers on same.
- Scheduling jobs and confirming/coordinating with customers.
- Willingness to learn new programs (Service Trade; Quickbooks; Hellosign)
- Individual needs to be detail oriented, proactive in their duties and have good follow up skills.

Requirements:

- Proficiency in the following software: AutoCAD, Revit and Rhino
- Ability to interpret technical specifications, architectural and engineering drawings.
- Excellent attention to detail and accuracy in drafting and documentation.
- Strong problem-solving skills to collaborate with cross-functional team.
- 4-year engineering/architectural degree.

Schedule:

- 8 Hours shift
- Monday to Friday

Work location: In person

Looking for someone reliable, who has good work ethics.

CONTACT:

Emily Northia

Email: Emily@donerighthfs.com

**Done Right Hood and Fire Safety
317 Liberty Avenue, Brooklyn NY
11207.**

Tel: 212 660-3232

Web: www.donerighthfs.com