

TITLE: AutoCAD Technician



JOB DESCRIPTION:

Reporting to the Sr. Project Manager, the CAD Technician is responsible for utilizing computer software such as AutoCAD and SAP to create engineering documentation. This is in the form of customer approval and manufacturing drawings, as well as, creating and maintaining data on the shared drive.

RESPONSIBILITIES:

- Create and update customer approval drawings based on information from customer service, sales, and engineering.
- Maintain job workflow information by entering updates into ERP System.
- Create and revise manufacturing drawings as directed by Project Managers.
- Create and revise custom layouts of models and drawings as directed by designers and engineers.
- Process all communications by updating the shared drive of released and obsolete drawings.
- Maintain ERP system data by creating and changing specifications.
- Keep supervisor advised of work status, workload, problems, and progress as related to work assignments.

QUALIFICATIONS :

- Associate degree or equivalent from two-year college or technical school in Mechanical and Computer Drafting.
- Minimum 12 months or more related experience and/or training; or
- Equivalent combination of education and experience.





SPECIFIC KNOWLEDGE, SKILLS, LICENSES, CERTIFICATIONS ETC:

- Minimum 2 years' experience with AutoCAD LT 2020 software programs.
- Able to work with Microsoft Office suite of software programs including MS Excel.
- Able to work with SAP software.
- Able to read and interpret technical documents and drawings.

SALARY AND BENEFITS:

Dortek Inc. is offering a competitive salary and benefits package, including:

- Salary – negotiable depending upon experience.
- Medical Insurance
- Match employee 401k contributions up to 3%
- 15 days paid vacation.
- Company supplied laptop and email.
- Expenses when travelling on company business.

TESTING: A PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING WILL BE PERFORMED IF YOU ARE BEING CONSIDERED FOR EMPLOYMENT AFTER INTERVIEW PROCESS.

If you are interested in becoming part of the Dortek team and making a difference, please send your resume along with salary requirements to: us-hr@dortek.com.

