



Delivering your Project with Care...

Contract Draftsperson – Metal Fabrication Workshop Drawings

Overview

Advance Metal Industries Australia is a family owned Coffs Harbour company established 1984 and currently we employ 65 on our Team.

We are seeking a motivated person, with the skills and passion for technical drawing, documentation, collaborating amongst a team and meeting client project timelines. Ensuring our clients receive a memorable customer experience is key.

AMIA is changing ... culture, people and nutritious attitudes lead the way in our growth.

Attitudes reflect in the quality of the work we deliver and determines the experience our Team and Clients enjoy.

We care about our Team and encourage you to apply if you are a like minded person.

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Position Role

You will be responsible for producing workshop design drawings accurately, technically and reflecting client requirements:

- Generate 3D models
- Produce Detailed workshop drawings
- Liaise with clients
- Progress and plan small to medium sized projects as allocated by direct supervisor
- Scope requirements of projects on site and gather necessary information to generate design drawings
- Create BOM's and liaise with workshop personnel to achieve successful delivery of projects
- Interface with workshop and project teams

To be considered for this role you will need:

- Formal Qualifications in Drafting / Engineering. Candidates with extensive drafting experience will also be considered.



- Minimum 3 years' design experience using Inventor or similar design package
- Good knowledge of Australian Standards
- Exposure to Light Engineering / Fabrication
- Excellent communication and strong interpersonal skills
- Ability to work as part of a team
- Have a high attention to detail and well developed problem solving skills

Applicant must demonstrate the following Qualities and Responsibilities

- You will be able to generate technically accurate drawings from issued specifications within a collaborative environment
- Preparing general arrangement drawings for client approval and use.
- Able to consistently produce drawings showing all relevant specifications and measurements that facilitate the accurate production of jobs
- Understand external client time-frames and your part in delivering high levels of customer service
- Display basic project management skills
- Ability to read architectural plans and specifications
- Demonstrate excellent communication/people skills, with a highly service orientated attitude
- MS office Experience - Outlook, Word, Excel
- Industry experience or previous liaisons with builders is advantageous
- Walk with a "we care attitude" to our customers ensuring they enjoy their experience with AMIA

Applications close Monday 9 October 2017

Contact Details

"Resume and hand written Cover Letter", addressing the criteria listed, emailed to :

Wendy Woods: Leader Business Excellence

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