

Job Title Design Co-ordinator
Reporting to Design Manager
Location Head Office, Antrim

Job Summary

Permanent/ Full-time

8.30am to 5.00pm Mon-Thurs and 8.30 am to 3 pm on Fri

Marcon are looking for a talented and driven individual to join our Design Team. The role will entail supporting our Design Team in a range of activities as we continue to provide a high standard fit-out service for our blue chip and independent clients.

The role will involve taking instruction from and reporting to the Design Team on a wide range of activities and working alongside Site teams.

Responsibilities and Duties

- Assist the Design Team with the following:
- Creating high-quality detailed technical drawings and plans based on designs supplied by Architects and Designers and making modifications to existing drawings.
- Using a variety of CAD software programmes including AutoCAD.
- Liaising with Architects and Designers to understand their design requirements and provide technical advice to Manufacturing and Construction Technicians
- Providing accurate, detailed and to scale drawings
- Ensuring drawings are compliant with industry and health and safety standards and protocols.
- Presenting working drawings for use in all stages of the project, tender, manufacture/construction and installation,
- Producing installation and manufacturing documentation.
- Maintaining accurate records.

Skills and Experience

Essential Criteria

- Degree or City and Guilds certificate or similar, applicable to CAD/Design.
- Ability to work to tight deadlines and multitask.
- Ability to understand, solve and present solutions to engineering and CAD related challenges
- Willingness to work across various sectors whilst continually developing advanced and varied skills,
- Knowledge of engineering principles and the ability to create and read technical drawings.
- IT skills and experience using computer-aided design software such as AutoCAD
- Attention to detail to create accurate and detailed drawings and check other colleagues work for accuracy and quality.
- Strong communication skills
- Teamwork and experience of working in
- multidisciplinary teams incorporating clients, Engineers and Architects, to understand and interpret their designs
- Organisation and time management skills to complete work to project deadlines.
- A flexible approach to decision making, to make changes to drawings at short notice

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- Strong mathematical skills to complete calculations and estimates.
 - Knowledge of health and safety requirements to design in line with industry standards
 - Confidence, self-motivation and a strong work ethic.
 - Focused on continuous development through Training and Development

Salary and Benefits

- Salary Negotiable pending experience
- Competitive Pension scheme
- Health Cash Plan Scheme
- Additional holidays pending length of service.
- Team Building Activities
- Training and development opportunities

If you are interested in applying for this position, please send your CV to humanresources@marconfitout.com

Marcon are an Equal Opportunities Employer.