

**JOB DESCRIPTION**  
**Graduate CAD Technician**



<b>Job Title:</b>	<b>Graduate CAD Technician</b>
<b>Department:</b>	CAD/ Design
<b>Line Manager:</b>	Design Manager
<b>Location:</b>	Head Office, Antrim
<b>Introduction:</b>  Founded in Antrim in 2004, Marcon Fit Out have grown to become one of Northern Ireland's leading fit out companies.  Marcon have delivered the fit out, including specialist services to many award-winning buildings across the UK and Ireland. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.	
<b>Job Summary &amp; Responsibility</b>  Permanent/ Full Time  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.  Assist the Design Team with the following: <ul style="list-style-type: none"><li>• Create high-quality detailed technical drawings and plans based on designs supplied by architects and designers and make modifications to existing drawings.</li><li>• Use a variety of CAD software programmes.</li><li>• Liaise with architects and designers to understand their design requirements and provide technical advice to manufacturing and construction technicians.</li><li>• Provide accurate, detailed and to scale drawings.</li><li>• Ensure drawings are compliant with industry and health and safety standards and protocols.</li><li>• Present working drawings for use in all stages of the project, tender, manufacture/construction, and installation.</li><li>• Produce installation and manufacturing documentation.</li><li>• maintain accurate records.</li></ul>	
<b>Skills and Qualifications:</b>  Essential Criteria <ul style="list-style-type: none"><li>• Achieved their degree or City and Guilds certificate, applicable to CAD/ Design.</li><li>• The ability to work to tight deadlines whilst juggling several different tasks.</li><li>• The ability to understand, solve and present solutions to engineering and CAD related challenges.</li><li>• Willingness to work across various industries whilst continually developing advanced and varied SOLIDWORKS product skills.</li><li>• Knowledge of engineering principles and ability to create and read technical drawings.</li><li>• IT skills and experience using computer-aided design software such as Auto cad and Solid works.</li><li>• Attention to detail to create accurate and detailed drawings and check other colleagues' work for accuracy and quality.</li><li>• Communication skills and relationship building to work with clients and other engineers</li></ul>	

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and architects to understand and interpret their designs.

- Teamwork - essential to be able to work in a team as you'll be liaising with other CAD technicians and draughtspersons on projects.
- Organisation and time management to complete work to project deadlines.
- A flexible approach to decision making, to make changes to drawings at short notice.
- 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.
- Be willing to take on advice, learn and develop.

If you are interested in applying for this position, please complete the below form and attach your current CV.

*Marcon are an Equal Opportunities Employer.*