

Job Description

TRAINEE CAD TECHNICIAN

Hawkins Steel Ltd is a manufacturer of bespoke architectural and structural steel work based in Banbury, Oxfordshire, working across a broad section of business industries.

Due to our steady growth within Hawkins Steel Ltd and Hawkins Group of Companies Ltd as a whole, we have an exciting opportunity for a highly motivated Trainee AutoCAD Technician to join our existing team, to help provide bespoke solutions to specific customer requests promptly and accurately.

This role would ideally suit someone who wishes to develop a career in AutoCAD/Design within a successful, award winning, growing company.

The successful applicant will work alongside our Senior Draughtsperson, and will receive both product/sector specific training and development which will enable them to produce clear and accurate drawings in accordance with customer requirements.

Reporting To

Drawing Office Manager

Key Accountabilities

- Liaise with our Senior Designer, Architects and Clients to gather product requirements and designs.
- Produce clean and accurate drawings using AutoCAD to provide presentations to customers.
- Produce take-offs for projects to quantify and specify what is required for each job.
- Product fabrication and 3D drawings.
- Working to timescales to deliver project goals.
- Ensure final designs comply with appropriate Regulations and Building Standards.
- Any other duties as required by the Drawing Office Manager

Person Specification

- Interest in construction
- Experience of using AutoCAD
- GCSE qualifications (min Grade C in Maths, English and Science)
- Strong IT skills in Microsoft packages
- Excellent attention to detail
- Creative and design orientated
- Good communication skills

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- Reliable and trustworthy
- Enthusiastic and motivated
- Excellent presentation and organisational skills
- Ability to meet deadlines
- Full UK driving licence

To apply, please email your full CV to louise.hawkins@hawkins-group.co.uk

