

## DIGITAL DESIGN & CAD TECHNICIAN

Hawkins Projects Ltd provide support for clients undertaking changes within their business. Removing the stresses associated with project management, by managing the project for the entire timeline; from concept to delivery. Hawkins take time to listen so their clients' vision and requirements are fully understood. Guiding them through every aspect of the project, offering support as it is required.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

### About the job

The main purpose of this role is to produce clear and accurate drawings in accordance with the customer requirements. The role holder will work with the Creative Design & Innovations Developer to help and support the business in developing creative solutions in technical sales support.

<b>Reporting to</b>	Drawing Office Manager
<b>Location</b>	Unit 9a, Thorpe Way, Banbury, OX16 4SP – Hawkins 3 and site locations
<b>Job type</b>	Full-time, permanent

### Key Responsibilities

- To create high-quality detailed technical drawings and plans based on designs supplied by architects and clients and modifications to existing drawings.
- To liaise with architects, engineers and clients to understand their design requirements and provide technical advice to construction teams.
- To ensure drawings are compliant with appropriate Regulations and Building Standards.
- To apply knowledge of materials and engineering principles to check feasibility of manufacture and construction of the product.
- To create rendered images and video walkthroughs from 3D models.
- To provide assistance with the creation of training and client facing videos.
- To liaise with both internal and external customers to resolve design queries.
- To conduct site visits and surveys when required.
- To present working drawings for use in all stages of the project, tender, manufacture/construction and installation.
- To liaise with both internal and external customers to resolve design queries.
- To ensure that drawings are produced within the project deadlines.
- Any other duties as required by the Drawing Office Manager.

## Person specification

### Experience and knowledge

- Interest in construction
- Experience of using AutoCAD/3D/VR Software
- Ability to produce GA's assembly and part drawings
- Ability to raise and interpret RFI's
- Excellent attention to detail
- Strong communication skills
- Ability work on your own initiative
- Ability to plan and prioritise workloads
- Forward thinking
- Proven ability in problem solving
- Reliable and trustworthy
- Enthusiastic and motivated

Travel will be required as part of the role and therefore it is advantageous you hold a full UK driving license.

### What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 20 days annual leave plus bank holidays
- Flexible pension scheme
- Company Car (role specific)
- Discretionary Bonus
- Socials and team activities
- Employee Assistance Programme
- Long Service Award
- Death in Service (subject to qualifying service)

### Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please contact Erika Szommer, HR & Training Manager for an informal and confidential chat on 01295 252363 or email [careers@hawkins-group.co.uk](mailto:careers@hawkins-group.co.uk)