**211105 CAD Technician/Project Co-ordinator**

Indusvent Limited

Bromsgrove B60

£26,000 - £32,000 a year - Full-time, Permanent

Apply now

Job Title: CAD Technician/Project Co-ordinator  
Department: Indusvent Midlands & Southern Office  
Location: Bromsgrove  
Line Manager: Regional Manager  
Direct Reports: 0  
Summary of Department:  
Indusvent Midlands & Southern office is responsible for all surveys, quotes, design and project management for all activities carried out in the defined region.  
Summary of Role:  
To take the information provided by the Account Manager, Engineer and/or customer and create a simple CAD drawing to allow the project to be estimated, should the project be won then to add more detail to the drawing to allow the installation team to understand how the installation should be carried out. Co-ordinate all aspects of the project from materials required to labour resource, this to ensure the project is delivered safely and effectively in line with the client’s requirements.  
External Relationships:  
Suppliers, Service Providers, Sub-Contractors and clients.

Internal Relationships:  
Sales, administration, Installation teams, Purchasing and warehouse.

Budget Holder: Yes

Key Tasks: (maximum of 10)

1. Quickly able to create a 2D & 3D CAD drawing and bill of materials that will allow a customer quotation to be produced.  
2. Produce a take-off from the estimate drawing to ensure all materials required are known at the quotation stage.  
3. Attend customer site and liaise with customer representative on larger projects to ensure the project can be delivered safely and effectively.  
4. Produce detailed 2D & 3D CAD drawings for all projects won to allow site specific information to be communicated to all site teams.  
5. To co-ordinate all materials required and ensure they are on site in a timely manner to ensure the planned project start date is achieved.  
6. To co-ordinate labour requirements to ensure people with the right skills are on site when required.  
7. To produce site specific risk assessments and method statements to ensure all work is carried out in a safe manner and no personnel are exposed to any additional risks.  
8. To organise all plant/ tools required to carry out the project and ensure they are on site in a timely manner to ensure the planned project start date is not compromised.  
9. To communicate with the installation teams on site both by telephone and in person to ensure the project runs safely and smoothly and is delivered within budget and on time.  
10. On completion of works ensure all site layout drawings are updated and any remedial work noted and planned accordingly.

Skills:

* Strong interpersonal skills
* Ability to work alone or as part of a small, dedicated team
* Strong written and verbal skills
* Excellent organisational and follow-up skills
* Competent in problem solving, planning and decision making

Knowledge:

* Relevant manufacturing/engineering knowledge of the LEV/dust extraction industry.
* Working knowledge of Health and Safety legislation and compliance requirements

Experience:

* Strong proficiency in AutoCAD 2020

♣ Ability to use Autodesk Inventor 2020  
♣ Project Co-ordinating experience  
♣ Scheduling experience

Qualifications: (preferred but not essential)  
♣ Autodesk CAD Qualification  
♣ Autodesk inventor Qualification  
♣ BOHS P601 - Thorough Examination and Testing of Local Exhaust Ventilation Systems  
♣ BOHS P602 - Basic Design Principles of Local Exhaust Ventilation Systems

Package:  
♣ Salary £26k - £32k Depending on Experience.  
♣ 35 Days Annual Holiday Allowance  
♣ 8% Company Pension Contribution

Reference ID: IND/DLC/CAD

Job Types: Full-time, Permanent

Salary: £26,000.00-£32,000.00 per year

Benefits:

* Company pension
* Sick pay

Schedule:

* Monday to Friday

COVID-19 considerations:  
Precautions taken in line with company risk assessment.

Experience:

* AutoCAD: 2 years (required)

Work remotely:

* No

**211105 Architectural Technician**

Wardman Brown

Darlington DL3

£22,000 - £45,000 a year - Full-time, Permanent

Apply now

**Company description**

Due to continued growth, Wardman Brown are looking for an enthusiastic, committed and ambitious Architectural Technologist / Technician to join our busy, friendly and experienced team within our Darlington office to work on a diverse range of project types and sizes.

**Job description**

Ideally we are looking for an architectural technologist / technician with a minimum of 5 years experience, HND/HNC or equivalent qualification, Experience with Job Running, Measured Surveys, etc. Good knowledge of UK Building Regulations is essential. and proficient in AutoCAD, Sketchup, Photoshop and Microsoft Office. Revit is not required.

The role would suit either someone looking for a fresh challenge or an ambitious person wanting to make the next step in their career.

Sectors we cover:

- Commercial

- Residential

- Industrial

- Retail

- Health Care

- Domestic

We offer a competitive salary, pension scheme, a flexible friendly working environment & an opportunity to join a busy and ambitious architectural practice.

Please reply with cv and salary expectations.

Reference ID: ARCHTECH

Job Types: Full-time, Permanent

Salary: £22,000.00-£45,000.00 per year

Additional pay:

* Yearly bonus

Benefits:

* Casual dress
* Company events
* Company pension
* Wellness programmes

Schedule:

* Monday to Friday

Ability to commute/relocate:

* Darlington DL3 7SF: reliably commute or plan to relocate before starting work (preferred)

Work remotely:

* No

**211110 CAD Technician**

The Tree and Woodland Company Ltd

Coventry CV8

Part-time, Contract

**CAD Technician Job Description (Part-time Role)**

**October 2021**

**COMPANY BACKGROUND**

The Tree and Woodland Company was set up in 2010 and offers consultancy and implementation services for tree and woodland projects throughout the UK.

Our key skills are management of trees in historic landscapes, hazard tree assessment and woodland management on large estates, managing trees in development sites, and golf course tree management. We provide specialist advice, draw up work recommendations, project manage and deliver work proposals using our team of sub-contractors.

**BACKGROUND TO ROLE**

The CAD Technician will be responsible for supporting the arboricultural team in the production of technical drawings to accompany surveys and reports, along with other administrative tasks to assist the smooth operation of the business.

**DUTIES & RESPONSIBILITIES**

· Creation of arboricultural and landscape drawings primarily using AutoCAD software in addition to other design and data management software; Illustrator, Photoshop and GIS; e,g, development-related tree plans, landscape masterplans, historic landscape restoration plans.

· Assistance with tree plotting software, masterplans, planting designs and schedules.

· Assistance with data collation, report co-ordination and formatting.

· Administrative tasks; updating project files and systems, liaison with IT support.

· Assist the marketing manager with updating the company website and creation of marketing material.

**ESSENTIAL SKILLS**

· Proficient in the use of AutoCAD and Adobe software i.e., Illustrator, Photoshop.

· Proficient in the use of Microsoft packages: Word, Excel, Power point, Access.

· Attention to detail to create accurate and high-quality detailed drawings.

· Capable of a flexible approach and able to work across various projects simultaneously.

· Able to manage time effectively to work to short deadlines.

· Able to communicate clearly and comfortably with colleagues and liaise with clients.

**DESIRABLE SKILLS**

· Experience and/or interest in trees and landscape.

· Experience in the use of GIS software.

**HOURS AND SALARY**

· 2-3 days per week, 9am – 5pm with half hour break. Working hours have some flexibility by agreement. Occasionally extra time will be needed to meet deadlines. This is an office-based role.

· We are open to the role being delivered by someone self-employed or on PAYE.

· Full time salary equivalent of £25-27,000 dependent on experience: 2-3 days pro rata.

Part-time hours: 22.5 per week

Application deadline: 05/11/2021

Job Types: Part-time, Contract

Salary: £25,000.00-£27,000.00 per year

Benefits:

* Flexible schedule
* On-site parking

Schedule:

* Monday to Friday

Education:

* GCSE or equivalent (preferred)

Experience:

* GIS Software: 2 years (required)

Work remotely:

* No