

## THE JOB:

# CAD AND REVIT DRAFTER / DETAILER

## DOORS AND WINDOW ARCHITECTURAL SUBMITTALS

### Summary:

This person will produce submittal drawings of doors and windows on order for the customer to review and approve before manufacturing can begin, as well as architectural detail drawings to be used in conjunction with marketing collateral, installation instructions and to be used in our technical library online.

### Essential Duties, Skills and Responsibilities include the following:

- Ability to produce submittal drawings for architectural review of door and windows systems from quoting data in Microsoft Excel spreadsheets
- Ability to read and understands architectural drawings and specifications
- Ability to carefully review door dimensions, attributes, and hardware compatibility for each unit sold, as well as to communicate inconsistencies and mistakes to project managers to ensure the accuracy of the drawings and quality of the final product.
- Ability to leverage proficiency with CAD, and preferably other Autodesk products such as Revit and Inventor to assist in all efforts to accurately represent our products to owners, architects and contractors in a number of special projects that involve customer outreach.

### Education and/or Experience:

Two year Associates Degree in Architectural Drafting or related college experience, OR two to four years of related experience and/or training required.

### Reasoning Ability:

Ability to think spatially and apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Mentally must be confident in the ability to learn the attributes of door and window products.

### Computer Skills:

Must have previous work experience with PC's, which must include office software skills in spreadsheets (Excel) and word processing (Word). Weiland uses AutoCAD for drawings primarily, but the right person for this job would increase our companies ability by bringing additional skills to the fold such as Revit modeling.

### Other Skills, Abilities and Qualities:

Must be organized, have attention to detail, willing to follow instructions, able to work under pressure, able to multi-task, have a willingness to learn. Must also have good spatial recognition skills. Must be able to work independently with minimal supervision. Must be able to meet the team goals of a small office and support other team members as necessary. Must have good work habits. Must have good attention to detail and strong analytical skills.

**Hours of Employment: 8:00 AM to 4:30 PM Monday through Friday**

**Apply by sending your résumé to: [recruiting@weilanddoors.com](mailto:recruiting@weilanddoors.com)**



**THERE IS NO EQUAL**