Job Description: CAD Modeller

As a CAD Modeller, you will play a critical role in the design and development process of our projects. Your main responsibilities include:

- Creating Designs Using AutoCAD: Utilize AutoCAD software to create detailed designs in accordance with project specifications. Your designs will form the foundation of our engineering and architectural projects, requiring a keen eye for detail and a strong understanding of design principles.

- Manages and Organizes CAD Files: Maintain a well-organized digital repository of all CAD files. This includes ensuring that files are properly named, categorized, and archived for easy access and reference, thereby enhancing team efficiency and project workflow.

- Attend Regular Development Meetings: Participate in regular meetings with project teams to discuss design requirements, project progress, and to provide updates on CAD-related tasks. Your input will be crucial in aligning the design process with project goals and timelines.

- Completing Job Reports: Prepare and submit detailed job reports that document the progress and completion of CAD-related tasks. These reports will help in tracking project milestones and ensuring that all design aspects are covered.

- Create 3D Drawings from 2D Sketches: Transform 2D sketches into comprehensive 3D drawings. This task requires a deep understanding of spatial relationships and the ability to visualize and

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execute complex designs.

- Developing Product Designs from Scratch: Engage in the creative process of developing new product designs, starting from conceptualization to the final design. This process involves research, sketching, and collaboration with team members to ensure that the designs meet both aesthetic and functional requirements.

- Finalizing AutoCAD Models: Take responsibility for the finalization of AutoCAD models, ensuring that they meet all specifications and design requirements. This includes conducting thorough reviews and making necessary adjustments to designs before final submission.

- Maintain Documentation of Designs: Keep comprehensive records of all design documents, including drafts, revisions, and final designs. Proper documentation is crucial for reference, compliance, and future projects.

- Providing an Approximate Project Completion Timeline: Estimate project timelines based on the scope of the CAD tasks involved. Your ability to provide accurate timelines will help in planning and resource allocation across projects.

- Revises Drawings and Completes Standard Calculations: Regularly revise drawings to incorporate changes and updates. Additionally, perform standard calculations to ensure designs are viable and comply with industry standards.

The ideal candidate for this position will have a strong background in CAD modeling, excellent organizational skills, and the ability to work collaboratively within a team. Proficiency in AutoCAD

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and experience in 3D modeling are essential. Attention to detail, problem-solving skills, and the ability to manage multiple projects simultaneously will be key to success in this role.