JOB DESCRIPTION

Role Title:	Design Technician	**Location:**	Bildeston or London
Department:	Design		
Reports to:	Design Department Manager	**Direct Reports:**	None

Role Overview:	The role is often fast paced, requiring you to work closely with various Design Managers and other key members of the project team. You will be creating high quality detailed technical drawings and plans based on designs supplied by architects and designers.
Roles & Responsibilities:	• Provide accurate, detailed and to scale drawings • Ensure drawings are compliant with industry and health and safety standards and protocols • Update drawings to internal and external comments • Take ownership and responsibility for the design of the joinery elements allocated to you right through to project competition • Checking drawings against architects details and ensuring the latest architects drawings are being worked to. • Assist with production queries and issues needing technical support • Assist in developing work processes within continuous improvement work • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures
Necessary Skills/Aptitude/ Knowledge/ Experience:	• Excellent attention to detail • Teamworking, relationship building • Communication skills • Good time management and prioritising skills • Problem solving skills • Creative thinking
Desirable Skills/Aptitude/ Knowledge/ Experience:	• AutoCAD / Solidworks • Microsoft Excel • Microsoft Word • Background or understanding of joinery
Qualifications: (Desirable to do the job)	• Related qualification / certificate would be highly advantageous
Key Internal Relationships:	• Design including Document Control • Project Managers / Site Managers • Surveyors
Key External Relationships:	• Main Contractors • Sub Contractors • Suppliers

Prepared By:	David Shiress	**Date:**	16.05.22