



SUN ARCHITECTURAL PRODUCTS

Custom Glass & Metal Fabrication Since 1988

AutoCAD Designer/Drafter

We have a full time hourly position and part time hourly position available to fill immediately. Both positions report directly to the President of the Company.

Job Description:

- Read architectural drawings with plan views, elevation views and section details
- Create dimensional architectural shop drawings for our scope of work
- Take measurements and sketches on site and turn them into dimensional AutoCAD drawings
- Keep track of running changes on projects
- Revise drawings as noted or marked
- Adhere to company drafting rules and procedures
- Perform take-offs for future projects
- Maintain confidentiality of work

Requirements:

- Diploma or Degree from accredited school if applying for FT position
- Experience or knowledge in the field if applying for PT position
- Able to work with minimal supervision, efficiently schedule and manage time

To apply for this position, please call (678) 947-0337 and ask to speak with Mr. Steve Bertani or submit your resume using the Contact Form on our website.