



**CAD Technician for Furniture Interior Solutions in the Education,  
Healthcare and Laboratory Market Segment**

***Do you want to join a winning culture? How about finding your professional home with people you actually enjoy working with?***

Northeast Interior Systems, a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a CAD Technician in our Liverpool, NY office.

The CAD Technician is responsible for creating submittal drawings and details for installation of product.

**Duties & Responsibilities**

- Producing original plans for projects as they are assigned for drafting.
- Prep bid for project Kick-Off and required submittals.
- Assist PM's to identify submittal requirements and inform estimating of any discrepancies between estimate and specification.
- Work directly with the PM's to schedule and implement the drafting load.
- Coordinate work being done by outside drafts person(s).
- Produce a weekly drafting schedule to determine which projects must be completed in a timely manner. The priority of projects will come from PM's. The President will decide which project takes precedent if there is a conflict.
- Produce and prepare a complete and accurate submittal for PM's to review.
- Re-produce redline drawings as marked up by the PM or Architect for each particular project.
- Assist in maintaining all of the drafting software and to insure software is updated as required.
- Develop and maintain a data base of vendor cut sheets that can be kept on file in the computer system for easy implementation into working drawings.
- Continually seek new and innovative ideas to improve on drafting and streamline the drawing process.
- Check drawings for accuracy in relation for errors and omissions.
- Maintain and monitor schedule to assist PM's for field checks and order due dates.
- Oversee the order entry process and assist PM's with placing orders, preparing submittals etc.
- Oversee all submittal schedules.
- Work with Architects and GC's to address and resolve any issues when needed.

- Work with and develop a good working relationship with all vendors, Architects, GC's, manufacturers, installers, etc.
- May be required to lift up to but not limited to 50lbs.
- Other responsibilities as they are assigned.

**Qualifications:**

- Associates Degree
- Working experience with CAD software (AutoCAD, Blue beam, Revit etc.).
- Proficiency in computer, tablet, smartphone, MS Office applications, email and basic office infrastructure (printing, plotting, scanning, etc.).
- A keen eye for detail.
- Energetic and forward-thinking.
- Ability to produce documentation while maintaining organization and naming convention structures.
- Ability to read and translate blueprints and technical drawings.
- Proven record of strong written and verbal communication skills with a high level of accuracy.
- Able to accept direction from more than one individual at a time, ability to work as part of a team and individually.
- Valid Driver's License and available transportation to visit job sites, customers and other work-related venues.

**In addition to being a *great* place to work, we offer:**

A competitive salary package including base salary, commissions as well as generous PTO, health and welfare benefits.

***If you are looking to join a winning culture with a market leader...***Please send your resume in confidence to Human Resources at [hr@neis.cc](mailto:hr@neis.cc) and visit us on the web at [www.neis.cc](http://www.neis.cc) to learn why - Northeast Interior Systems is a great place to call your professional home.