



**Full Time 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?
We offer personal and professional advancement and a family friendly atmosphere that
reflects our Core Values:***

People - Integrity - Intention - Achievement – Humility

***If you are seeking a team-oriented workplace, recognize the balance between efficiencies and
standardization and are interested in growth with upward mobility and leadership development,
apply for the position of CAD Technician.***

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 full time CAD Technician in our Liverpool, NY office.

The CAD Technician is responsible for creating and managing accurate submittal drawing packages to help deliver a successful project.

Essential Duties and Responsibilities:

- Produce original plans for projects as they are assigned for drafting
- Prep for project kick-off meeting and required submittals, including review of architectural plans, elevations, sections, details and color/material selections, specifications, internal estimating template and other documents as required
- Assist Project Managers (PM) to identify submittal requirements and inform estimating of any discrepancies between estimate and specification /architectural drawings
- Produce and prepare a complete and accurate submittal for PM's to review
- Re-produce redline drawings as marked up by PM's or Architect
- Assist in developing and maintaining a data base of vendor cut sheets that can be kept on file 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 to errors and omissions
- Work with Architects and GC's to address and resolve any issues when needed
- Develop and maintain a good working relationship with all external customers, including but not limited to: vendors, architects, GC's, and manufacturers, installers, etc.
- Develop and maintain a good working relationship with all internal customers, including but not limited to: project managers, division managers, installers and other team members
- Deliver a rewarding customer experience through a project focus on collaboration, proactive communication and commitment to outstanding results
- Collaborate with coworkers and stakeholders to implement improvements

- PEOPLE - INTEGRITY - INTENTION - ACHIEVEMENT - HUMILITY -

- Maintain current knowledge of industry and business trends through communication with professional organizations, suppliers, customers, competitors, and other informed individuals
- Pursue continual learning and development to enhance current role and career progression
- Other responsibilities as they are assigned

Qualification Requirements:

- Associate degree or higher, comparable experience, or a combination thereof
- 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
- Strong analytical and problem-solving skills
- 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, be a member on multiple teams simultaneously and be able to work individually
- Available transportation to visit job sites, customers and other work-related venues
- Clear adherence to company policies and procurement rules and regulations
- Professionalism to effectively interface with all levels of internal and external customers
- Passion to learn and develop new skills leading to growth opportunities

In addition to being a great place to work, we offer a competitive compensation package including hourly rate 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 and visit us on the web at www.neis.cc to see a collection of projects we've completed with passion and creativity and see why Northeast Interior Systems is a great place to call your professional home.

Affirmative Action Equal Opportunity Employer/Drug-Free Workplace