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# Example of Architectural Drafter Job Description

Our growing company is looking for an architectural drafter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for architectural drafter

* Utilize both the manual and computer-based AutoCAD
* Create 3-D drawings of each floor using Revit
* Assist in preparation of specifications and perform other related work as required
* Assist with the development & support of CADD standards
* Assist with the training and orientation of intern and temporary drafters
* Provide general and administrative support to the office operations
* Provide the necessary updated plans per home contract for the permitting process
* Facilitate changes required by state and county codes
* Provide lot fits and pool fits when applicable
* Order all field sets for construction

## Qualifications for architectural drafter

* Proficiency working with MS Office Software (Excel, Windows, PowerPoint)
* Enrolled in N.C.A.R.B
* Associates degree in Drafting or Bachelor’s degree in Architecture, Engineering or Construction preferred
* Knowledge of residential construction techniques, construction documents, building codes and CAD concepts is a plus
* Software Skills – Word, Excel, and ACAD required
* Purchasing and supply chain experience is a plus