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# Example of Architectural Drafter Job Description

Our company is searching for experienced candidates for the position of architectural drafter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for architectural drafter

* Create marketing floor plans
* Assist sales department with homeowner redraws
* Work under the direction of Lead Engineer and Project Managers to develop construction document packages
* Read architectural and MEP plans and Specifications
* Create custom shop drawing for components that need to be fabricated
* Create a complete production drawings of each product type for the shop floor
* Works closely with all departments to ensure that the drawings convey the correct information and are error free
* Check and make corrections to drawings and models from mark-ups
* Will work closely with Project Manager and Lead Engineering Manager to review and meet project goals
* Assist in create Visual Operating Procedures

## Qualifications for architectural drafter

* Experience with and knowledge of general home building construction practices is preferred
* Knowledge of the use of a PC and Microsoft Office Suite programs
* Degree in architecture or construction related fields
* Experience in an M/E/P, Architectural
* Multidisciplinary building systems experience a plus (Mechanical/Electrical/Plumbing & Fire Protection)
* AutoCAD Certified Professional certificate