Downloaded from <https://www.velvetjobs.com/job-descriptions/drafter>

# Example of Drafter Job Description

Our growing company is hiring for a 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 drafter

* Post Engineering Work Orders utilizing computer assisted drafting tools such as AUTOCAD and Visio
* Working from layouts, sketches and verbal instructions to prepare detailed mechanical and electro-mechanical drawings of components and assemblies for both Engineering and Manufacturing
* Develops complete major layouts of engineering drawings from predetermined basic designs in a field of specialization such as electrical, mechanics or structures
* This position works under close supervision of a PA/PM
* Receives specific and detailed instructions regarding tasks
* Performs work efforts in a timely and complete manner
* Takes the initiative to either work out or research a work effort
* Understands his/her capabilities and when to seek help from mentors
* Have skills in performing renderings and other design type functions
* Must have Experience in REVIT and other project software

## Qualifications for drafter

* 3D CAD experience expected (CAD experience is expected but 3D CAD is not expected)
* Ability to take direction and meet schedule requirements
* Formal training in mechanical detail CAD (Computer Aided Design) drafting
* Must have good command of English Language and ability to work under pressure
* Qualified candidates should exhibit strong organizational, conceptual drafting & design, and good oral and written communication skills
* Candidates should also possess a positive attitude, an outstanding work ethic and be team-oriented