



Example of Architectural Drafter Job Description

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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

