



1911 MINERAL COURT
BAKERSFIELD, CA 93308
OFFICE 661.399.2993
FAX 661.399.0218
WWW.SSECINC.COM

AUTOCAD DESIGNER

Sierra School Equipment Company (SSEC) is looking for a successful candidate to fill the role as AutoCAD Designer as outlined below. SSEC is a furniture dealership with a customer base which includes Education (K-12 and Higher Ed), Healthcare, Businesses, Banks, and Municipalities throughout California and Nevada.

SUMMARY: This role will create technical drawings using AutoCAD software with information provided by the company's Account Representatives, architects, customers, or General Contractors. This information will be used in the sales process of the company. Candidate must be detail oriented and a quick learner.

COMPENSATION: Hourly, competitive based on experience

DESCRIPTION:

DRAFTING, DRAWING, AND DESIGN

- Draft and prepare layout drawings of offices, floor plans, and other spaces
- Learn Sierra products in order to know/understand catalog requirements with specified projects
- Revise and update existing drawings reflecting design changes made by customers
- Review blueprints, hand drawn sketches, specifications and other customer documentation to serve as a point of reference to complete drawings
- Maintain notes, design shortcuts, and other documentation useful to become efficient in the design process
- Convert drawings into a bill of materials via 2020 worksheet
- Maintain up-to-date knowledge of AutoCAD, CAP, 2020, and Giza
- Follow document filing guidelines for drawings for ready access by others
- Work efficiently on projects to maintain high volume of work
- Thoroughly review work to assure accuracy of dimensions, completeness of components, and meticulous attention to detail
- Maintain technical knowledge by attending educational workshops, and reviewing relevant technical publications

OTHER

- Participate in team meetings as requested
- Comply with company policies and procedures
- Other duties as requested



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QUALIFICATIONS:

- AA Degree from a Community College preferred
- Proficient with AutoCAD is a must
- Familiar with Adobe Acrobat, MS Word, Excel, and familiar with database management
- Must be able to communicate clearly and effectively with team members and clients.
- Must have the ability to establish and maintain effective working relationships with team.
- Multitasking with ability to keep numerous projects in motion
- Keen attention to details
- Can work independently as well as be a team player
- Strong organizational skills
- Strong written and verbal communication skills
- Must be able to work in a fast paced environment

LOCATIONS:

- Bakersfield, California

Interested persons can send resume to jobs@ssecinc.com.