JOB DESCRIPTION

| **TITLE** | ENTRY-LEVEL ARCHITECTURAL ENGINEER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Entry-Level Architectural Engineer is responsible for creating precise AutoCAD drawings for custom architectural designs based on specific project requirements. This role entails revising drawings, generating production documents for manufacturing, and resolving issues with clients and suppliers. Additionally, the position includes conducting site surveys and participating in project meetings to ensure design alignment with client needs.

This role is suited for a detail-oriented individual with strong AutoCAD skills and knowledge of architectural engineering principles. The Architectural Engineer collaborates closely with various internal teams and external partners to meet project objectives effectively.

**Duties and Responsibilities**

Overall Responsibilities:

* Create AutoCAD drawings for elevator cab interiors and components based on provided specifications.
* Revise and produce accurate production drawings for manufacturing.
* Communicate with clients and suppliers to troubleshoot design issues and confirm material selections.
* Conduct site surveys and attend meetings with clients and contractors.
* Ensure drawings are precise and that production minimizes material waste.
* Collaborate with internal teams, including engineering, manufacturing, and installation departments.
* Perform additional administrative duties as required.

**Key Qualifications**

* Completion of an Architectural Technology or related program.
* Proficiency in AutoCAD and Microsoft Office (Word, Excel, Outlook).
* Experience in a similar position is preferred but not required.
* Knowledge of applicable codes and legislation.
* Proven ability to read elevator specifications, quotes, and design/technical drawings as well as site surveys to produce accurate drawings.

**Core Competencies**

* Strong verbal and written communication skills.
* Strong attention to detail and ability to solve design problems.
* Ability to manage multiple project commitments and prioritize tasks.
* Excellent organizational and technical detailing skills.
* Ability to read and interpret technical drawings and site surveys.

**Working Conditions**

* Full-time, office-based role with occasional travel required for site visits.
* Regular work schedule is [insert hours, e.g., Monday to Friday, 10-hour shifts]
* Travel may extend to different regions depending on project locations.
* Some flexibility in hours may be necessary, including the potential for overtime.