JOB DESCRIPTION

| **TITLE** | JUNIOR ARCHITECTURAL TECHNOLOGIST | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Junior Architectural Technologist is responsible for producing AutoCAD drawings for elevator cab interiors and components based on provided specifications. This role involves revising drawings, creating production sheets for shop manufacturing, and ensuring accurate designs. The Junior Technologist will work closely with the Engineering team and maintain regular communication with suppliers and customers.

This position is ideal for an entry-level technologist with strong technical skills and attention to detail, providing essential support in translating design concepts into manufacturable solutions.

**Duties and Responsibilities**

Overall Responsibilities:

* Produce AutoCAD drawings of elevator cab interiors and components as per specifications.
* Revise drawings and create accurate production sheets for manufacturing.
* Assist in reading and interpreting elevator specifications, quotes, and technical drawings.
* Communicate with suppliers and customers to obtain material specifications and clarify design details.
* Collaborate with the engineering team, manufacturing, and installation departments to ensure project goals are met.
* Maintain organized records and ensure projects adhere to deadlines.
* Perform additional administrative duties as required.

**Key Qualifications**

* Completion of a college/university program in Architectural Technology or related field.
* Proficiency in AutoCAD and Microsoft Office (Word, Excel).
* X years of experience in a similar role preferred.
* Experience with Revit and rendering is an asset.
* Proven ability to read technical drawings and solve design problems.
* Proven ability to manage multiple tasks with frequent design changes.

**Core Competencies**

* Strong attention to detail and organizational skills.
* Strong technical detailing and problem-solving skills.
* Ability to prioritize tasks and meet deadlines.
* Excellent communication skills for coordinating with internal and external teams.
* Ability to work independently and collaboratively in a fast-paced environment.

**Working Conditions**

* Full-time position
* Regular work schedule is [insert hours, e.g., Monday to Friday, 10-hour shifts]
* Primarily a sedentary office-based role.
* Regular communication with internal teams, suppliers, and customers.
* May require working overtime or outside work hours