



CAD Specialist

Background

The Sextant Group, Inc. is a national independent consulting firm offering planning, design and consulting services in a wide range of specialty areas including: audiovisual, IT/telecommunications, building security, technical lighting, medical equipment and architectural acoustics/noise vibration.

The Sextant Group will be interviewing qualified candidates for the position of CAD Specialist at our Pittsburgh, PA Headquarters (preferred) and other locations.

Job Description

To work in a team environment to produce accurate drawings and revisions of architectural and low voltage systems drawings directed by project leads, systems design engineers and other CAD operators.

Essential Duties:

- ✦ Optimize CAD use to achieve high accuracy and efficiency
- ✦ Adhere to drafting and engineering design standards, suggesting improvements where applicable
- ✦ Assist in the assembly of drawing sets, both digital and paper, as requested
- ✦ Coordinate with administrative staff to ensure that all work is completed on a timely basis
- ✦ Manage priorities with various project leaders and with consistent workflow
- ✦ Work independently and in a team environment with project managers and architectural clients
- ✦ Project related organizational and administrative duties
- ✦ The successful candidate will be required to stay abreast of emerging CAD technologies products/services, guidelines, standards and their applicability to potential projects

Required Skills and Experience:

- ✦ Expertise in the use of Autodesk Revit MEP or Revit Architecture
- ✦ Expertise in the use of Autodesk AutoCAD 2006 or later
- ✦ Expertise in architectural drafting standards and methodology
- ✦ Working knowledge of Blue Beam Revu and/or Adobe Acrobat Version 6 or later
- ✦ Knowledge of Microsoft Office including Outlook, Excel and MS Word
- ✦ Competency in the use of email, the uploading/downloading of files to/from FTP sites, and a working knowledge of Microsoft Internet Explorer and navigating World Wide Web
- ✦ Attention to detail
- ✦ Excellent verbal and written communications with clients
- ✦ Organizational skills and the ability to be flexible
- ✦ Have an ability to handle multiple projects in a fast-paced environment.
- ✦ The applicant should be a self-starter and be able to work autonomously or within a group
- ✦ Must be able to sit at a computer workstation for extended periods of time
- ✦ Prior experience in the documentation of audiovisual systems and/or structured cabling and/or security systems and/or lighting system not required, but a plus

Required Education:

- ✦ Completion of a certificate or diploma in Computer Aided Drafting from an accredited school
- ✦ Work experience a plus

All candidates must be driven to satisfy the needs of end users and have the ability to deliver high caliber end results in a timely manner while operating without direct supervision. Some overnight travel may be required. Compensation offered is commensurate with experience, and includes excellent benefits package with medical, dental, long term disability, 401K. EOE

Resumes will be accepted via email only – do not call. Qualified candidates are encouraged to send their resume, references and salary requirements to HR@TheSextantGroup.com.

The Sextant Group, Inc.

www.thesextantgroup.com

Send resumes to: hr@thesextantgroup.com

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