



JOB SPECIFICATION

Title – Design Technician

Reporting To – Design Office Manager

Role Description:

- Following a Design Brief and Technical Specification make a study of the requirements and form a robust achievable project plan.
- Produce initial designs for approval by New Product Development Team, (NPD Team)
- Produce accurate die and manufacturing drawings using AutoCad software
- Research and make study of any required 3rd party components.
- Produce drawings when necessary for any literature or instruction manuals.
- Assist in the successful launch of new products within agreed time frame to include, manuals, literature and samples.
- Support Design Office Manager and Designers at weekly design meetings and any other meeting requiring necessary design input.

Scope:

- Ensure all procedures are met within the Role Description
- Ensure close and effective working relationship with the Design Office Manager, Technical Team and all other Departments.

Skills/Experience Required:

- Good telephone manner
- Excellent communicator
- Experience in Microsoft Office suite
- Proficient in the use of AutoCAD 2016 and earlier versions.
- CRM experience
- Time Management
- Self Starter
- Ability to work in a team or autonomously to meet deadlines
- Good knowledge of Fenestration products and associated hardware. (Aluminum preferred)