

CAD DRAFTER / DESIGNER

Brief Description: DRA Architects is a small commercial architectural firm located in Irvine, CA. We are currently seeking a CAD Drafter/Designer to help prepare drawings for design and construction documents. We are a team of people who believe that opportunity and development are important. As a result, any person in our firm can take themselves as far as their abilities & talents can carry them.

Duties/ Responsibilities: • To work with Principals and Project Managers to assist in CAD drafting and a multitude of duties. Must be capable of balancing deadlines and working on a multiple projects.

Skills/ Requirements:

- Minimum of 2-3 years' experience
- Auto CAD 2015 proficiency
- SketchUp Pro 2017 & SketchUp Pro LayOut 2017
- Photoshop 2015
- Adobe Photoshop Elements 7 preferred
- Microsoft Word, Excel and PowerPoint 2010
- Reading and developing architectural plans and design drawings
- Ability to understand site plans, floor plans, sections, elevations and sketches
- Ability to read and understand engineer's drawings
- Ability to work in a fast-paced environment
- Work well with team and clients in a close environment
- Excellent verbal and written communication skills
- Proven ability to be organized, self-motivated, detail-oriented
- Ability to concentrate
- Ability to follow direction and demonstrate a willingness to learn and grow
- Automobile and CA Driver's License

Physical Demands: Will be regularly required to sit for long periods of time. Will frequently be required to stand, walk, reach with hands and arms, stoop, kneel, crouch or bend. Occasionally may be required to lift up to 25 pounds and maneuver around construction sites. Visual requirements include close, distance, peripheral and color vision, depth perception and the ability to adjust focus.

Job Status: Full Time

Education Requirements: Degree in Architecture preferred.

To Submit: Email resume, pdf's of portfolio (6 MB max.) to info@dra-architects.com – NO PHONE CALLS PLEASE.

