



**Full Time CAD Technician for a specialty interiors contractor in the Education, Healthcare and Laboratory Market Segment**

***Do you want to join a winning culture?***

***How about finding your professional home with people you enjoy working with?***

NEIS Collective a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a full time CAD Technician in our Grand Rapids, MI office.

As a CAD Technician for NEIS, you will be a key team player who contributes to the engineering group by creating and managing accurate submittal drawing packages to help deliver a successful project. This position requires a thorough knowledge of CAD software and the ability to read and translate blueprints and technical drawings. The primary responsibilities include, but are not limited to: produce accurate drawings, prep for project kick-off meetings, assist Project Managers with submittal requirements, work with architects and general contractors and assist with developing and maintain a database for vendor cut sheets. This position works closely with peers and company leaders to ensure goals and objectives are accomplished in support of the family of companies.

***Essential Duties and Responsibilities:***

- Produce original plans for projects as they are assigned for drafting
- Prep for project kick-off meeting and required submittals, including review of architectural plans, elevations, sections, details and color/material selections, specifications, internal estimating template and other documents as required
- Assist Project Managers (PM) to identify submittal requirements and inform estimating of any discrepancies between estimate and specification /architectural drawings
- Produce and prepare a complete and accurate submittal for Project Managers to review
- Re-produce redline drawings as marked up by PM's or Architect
- Assist in developing and maintaining a data base of vendor cut sheets that can be kept on file for easy implementation into working drawings
- Continually seek new and innovative ideas to improve on drafting and streamline the drawing process
- Check drawings for accuracy in relation to errors and omissions
- Work with Architects and General Contractors to address and resolve any issues when needed
- Develop and maintain a good working relationship with all external customers, including but not limited to: vendors, architects, General Contractors, and manufacturers, installers, etc.
- Develop and maintain a good working relationship with all internal customers, including but not limited to: project managers, division managers, installers and other team members
- Deliver a rewarding customer experience through a project focus on collaboration, proactive communication and commitment to outstanding results
- Collaborate with coworkers and stakeholders to implement improvements

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- Maintain current knowledge of industry and business trends through communication with professional organizations, suppliers, customers, competitors, and other informed individuals
- Pursue continual learning and development to enhance current role and career progression
- Other responsibilities as they are assigned

***Qualification Requirements:***

- Associate degree or higher, comparable experience, or a combination thereof
- Experience with CAD software (AutoCAD, Blue Beam, Revit, etc.)
- Proficiency in computer, tablet, smartphone, MS Office applications, email and basic office infrastructure (printing, plotting, scanning, etc.)
- A keen eye for detail
- Strong analytical and problem-solving skills
- Energetic and forward-thinking
- Ability to produce documentation while maintaining organization and naming convention structures
- Ability to read and translate blueprints and technical drawings
- Proven record of strong written and verbal communication skills with a high level of accuracy
- Able to accept direction from more than one individual at a time, be a member on multiple teams simultaneously and be able to work individually
- Available transportation to visit job sites, customers and other work-related venues
- Clear adherence to company policies and procurement rules and regulations
- Professionalism to effectively interface with all levels of internal and external customers
- Passion to learn and develop new skills leading to growth opportunities

***We offer personal and professional advancement and a family friendly atmosphere that reflects our Core Values:***

***People - Integrity - Intention - Achievement - Humility***

In addition to being a great place to work, we offer a competitive compensation package as well as generous PTO, health and welfare benefits. The actual salary will vary based on applicant's experience, skills, and abilities, geographic location as well as other business and organizational needs.

***If you are looking to join a winning culture with a market leader...***Please send your resume in confidence to Human Resources at [hr@neis.com](mailto:hr@neis.com) and visit us on the web at [www.neis.com](http://www.neis.com) to see a collection of projects we've completed with passion and creativity and see why NEIS Collective is a great place to call your professional home.

*Affirmative Action Equal Opportunity Employer/Drug-Free Workplace*

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