

POSITION DESCRIPTION

Role Summary – Joinery Draftsperson

Member of: Operations Team Reports to: Operations Manager Location: Leongatha Factory

Qualifications & Experience

- Experience in a similar role, preferably within the cabinetmaking/joinery industry.
- Experience using Cabmaster or similar joinery design software.

Duties & Responsibilities

- Carry out the following tasks within the design process for **domestic joinery projects**:
 - Liaise with Sales team to obtain scope of works;
 - Where required, liaise directly with clients to further attain clarity on their design and function goals and needs;
 - Produce practical and creative concept drawings and solutions to achieve client's goals, needs and budget, including details of selected materials, componentry, finishes, etc;
 - Provide approved concept drawings to Estimator for quoting.
- Carry out the following tasks within the design process for **commercial joinery projects**:
 - Liaise with Sales team to obtain scope of works;
 - Liaise with Estimator to produce any additional supporting drawing requirements for quotation and tender submissions.
- Carry out the following tasks for **all accepted joinery projects**:
 - Liaise with Operations Manager to obtain relevant information post site inspection and final measure (if required).
 - Produce and supply shop drawings and any supporting instructional documentation for manufacturing, assembly and installation processes of projects to Operations Manager;
 - Assist Operations Manager to calculate quantities of materials, componentry and appliances to order;
 - Produce and digitally store production-ready files for retrieval by Factory team;
 - Where required, produce and send off production-ready files to external suppliers to manufacture.
- Maintenance, upkeep and troubleshooting of joinery design software.
- Support Sales department/team when required.
- Support Administration department/team when required.
- Maintain a clean and safe workplace and abide by workplace health and safety policies and procedures.
- Other tasks as directed by Department Manager.

Personal Attributes

- Competent knowledge of cabinetry and joinery manufacturing.
- Competent knowledge of materials and componentry used within the cabinetry and joinery industry.
- Able to read and understand architectural drawings and plans.
- Experience using joinery design software.
- Exceptional attention to detail and organisational and problem-solving skills.
- Work both independently and in a team environment.

Performance Goals

- Continually build on material and componentry knowledge.
- Continually build on software-use skills.
- Provide a professional and responsive design process for clientele.

- Provide creative concepts and superior knowledge to achieve clientele design and function goals, needs and budget.
- Deal with clients, suppliers and fellow employees respectfully and professionally at all times.
- Complete allocated tasks on time.
- Work in a safe manner so not to injury oneself or other employees.