

CAD DRAFTER

Empire Comfort Systems
Belleville, IL

We are seeking a full-time CAD Drafter to join our Drafting Team. This is an “entry-level” position and no previous drafting knowledge or drafting experience required. The ideal candidate is highly organized, creative and dependable with positive attitude, good communication and initiative. The CAD Drafter provides support to new product development and improvements to existing products by documenting detailed drawings, visual work instructions, instruction illustrations, bill of materials, and processing engineering change orders. This position reports to the Drafting Manager.

Responsibilities

- Participate on cross-functional teams to introduce new products and process engineering change orders
- Create and modify fabricated and purchased part and assembly drawings used to communicate design intent and material specifications to Manufacturing and Quality Assurance Departments and outside suppliers
- Create and modify visual work instructions used by shop floor personnel to build our product
- Create and maintain bills of materials of our products
- Create and modify drawings used by certification agency
- Create and modify illustrations used in product instructions and marketing literature
- Create drawings of complete products used by professional architects
- Create and maintain labeling for our products such as rating plates, shipping carton labels, warning labels, etc.

Skills/Qualifications

- Ability to work in fast paced, high demand environment
- Good verbal and written communication skills
- Highly organized, attention to detail, and self-motivated
- Computer literacy and good typing skills desired
- Critical thinking skills including problem solving, open mindedness and creativity
- Working knowledge of Microsoft Office including Excel and Access a plus
- Ability to read and understand bill of materials, drawings, and visual work instructions a plus
- Previous drafting education or experience with SolidWorks a plus

Benefits

- Health/vision/dental
- Life insurance
- 10 scheduled holidays

Ready to Apply?

Send a resume and cover letter to jobs@empirecomfort.com. Please include “CAD Drafter” in the email subject line.

