



Job title: Junior CAD/Revit Technician

Location: Greenhithe, Kent

Salary: Competitive salary + benefits + bonus

Reports to: Managing Director

Junior CAD/Revit Administrator/Designer

Fire Design Solutions Ltd is a multi-award-winning fire safety systems design and installation contractor based in Greenhithe, Kent.

We currently have a vacancy for a Junior Design Engineer to assist the design team with their current workload. The ideal candidate will have exceptional organisational skills, excellent written and oral communication skills and the ability to work effectively across multiple tasks. Construction industry experience is advantageous but not compulsory.

Responsibilities include:

System Drawings for the installation team

- Providing general administrative support to the design team to facilitate the smooth running of the current workload
- Uploading drawings to 3rd party hosting sites
- Producing O&M Manuals for the installed systems
- Updating the design team work schedule
- Attend external design team meetings with sales/project management/design team
- General administrative support to the design team where necessary
- Answering and distributing overflow telephone calls and providing telephone cover when required

About you:

The ideal candidate will enjoy multi-tasking and have the ability to prioritise. You will be proactive with a 'can do' approach and able to use your initiative. Team working is essential, as are strong communication skills, an enthusiastic and hardworking attitude.

You will have had experience in operating AutoCad from 2007 upwards and ideally have some experience in Revit although this is not essential.

Desired background and qualifications:

Proficiency in Microsoft Office is essential (Word, Excel and Outlook)

Experience in AutoCad & Revit

GCSE Grade C or above in English and Maths or equivalent

Construction industry experience is advantageous but not compulsory