

Munday + Cramer vacancy brief**Architectural Trainee CAD Operator****South Woodham Ferrers, Chelmsford****£9,750 - £11,250 per annum**

Munday + Cramer Senior Architects are looking for an enthusiastic and efficient would-be CAD Operator to provide first class computer aided design services and administrative support to the Architectural team. An interest in architecture, first class written, verbal and organisational skills, together with a willingness to learn and first class attention to detail, will be key to the success of this role.

Munday + Cramer are an architectural and building surveying multi-disciplined practice, dedicated to delivering the highest quality services in an environment conducive to personal and company development.

The role

- To learn, and work towards becoming proficient in delivering CAD support services to both Architectural and Building Surveying departments
- To copy building plans, file and archive drawings, issue drawing schedules
- To prepare draft CAD drawings from notes and sketches using prescribed templates and formats
- To amend CAD drawings from notes and sketches
- To prepare draft surveys and elevations using CAD software
- General faxing, photocopying and electronic filing, organising, maintaining and updating plan drawers
- Researching product information via websites
- To develop a basic understanding of office procedures, suggesting improvements and new processes where appropriate
- To be responsible for first class standard of service at all times
- To communicate verbally and in writing, with architectural, building surveying and administration teams
- Assist and support Senior Architects and the architectural team in various adhoc duties as required
- To report to the Senior Architects
- 28 days annual leave including statutory bank holidays and mandatory Christmas closure
- £9,750 - £11,250 per annum dependant upon qualifications and experience

The person

- May have previous experience in computer aided design and providing administrative support to a team, reporting to more than one colleague
- Be experienced in the use of Microsoft Word, Excel, and preferably have an awareness of time management, and possibly CAD software
- Demonstrable first class attention to detail

- Be able to work autonomously within a team environment and towards personal and team goals
- Will be conscious of planning, prioritisation and time management skills
- Will enjoy working to deadlines, being accountable for high quality and be results oriented
- Be personable and engaging with good spoken, written and presentation skills
- Ideally be available to start in 6 weeks

How to apply

- Please send your CV together with details of your availability for interview and current salary to katy.munday@mundayandcramer.co.uk quoting reference TCADgrd1-4
- Selected applicants will be interviewed at our offices in South Woodham Ferrers week commencing 22 June 2009
- Second interviews will be conducted by our Senior Architects week commencing 29 June 2009
- UK residents only should apply and all applicants should reside within a 1 hour commute of our offices
- Closing date for applications 21 June 2009

For further information on Munday + Cramer please visit www.mundayandcramer.co.uk

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Date: 31 May 2009