

Stertil House  
Unit A, Brackmills Business Park  
Caswell Road  
Northampton  
NN4 7PW  
Telephone: 08707 700471  
Fax: 01604 765181



## Job Specification

### Job Title – Design Technician

<b>Post Type</b>	<b>Full Time – 40 hours per week</b>
<b>Site</b>	<b>Northampton</b>
<b>Salary / Bonus</b>	<b>£28,000.00</b>
<b>Holidays</b>	<b>20 days (1yr) 23 (2yr) 25 (3yr) + Bank Holidays</b>
<b>Line Contact</b>	<b>General Manager</b>

### MAIN PURPOSE

To provide technical drawings in both Revit & AutoCAD for loading bay projects from conception through to handover to the client.

Develop and support the Stertil standard drawing project.

To manage main contractor portal information; upload and review project drawings and identify clashes with other trades.

### Responsibilities

#### Ensuring smooth professional operation.

- Liaise with the Sales Team, Installation Department, Main Contractors and Architects to provide drawings that meet the requirements of the business using Revit.
- Ability to work and develop Stertil Standard Drawings which are produced in AutoCAD and saved as DWG files. For use outside the drawing office, these drawings are converted to DWF, PDF & DXF.
- Achieve targets as requested on the `Stertil Drawing Project "Request List" produced by the General Manager.
- Updating and referring to specific customer portals for project updates.
- Work effectively with customers and colleagues and maintain verbal and email communication with customers, suppliers and Stertil team as required.
- Respond to emails daily and promptly in accordance with Stertil policy.
- Ensure good relations between company and customer by instilling confidence, by identifying problems and taking prompt appropriate action.
- Maintain a responsible attitude to time keeping and be prepared to work additional hours as and when required.
- Whilst the above is a broad overall of the role, this may change from time to time to suit the needs of the business.

### QUALIFICATIONS

- Educated to an above average standard in Maths & English
- Evidence of computer literacy in Word and Excel

### EXPERIENCE AND KNOWLEDGE

- To be proficient in the use of Revit & AutoCAD.
- Ability to understand architectural/contractor drawings and sketches.

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- Construction/ industry knowledge.
- Ability to manage multiple tasks to a set time scale.
- Good level of computer literacy.
- Ability to communicate, both verbally and in writing.

### **Beneficial Experience and Knowledge**

- Loading bay technical and product design knowledge.
- An understanding of loading bay environments both technically and commercially.

### **Benefits**

- 20 days holiday (rising to 25 with length of service) plus 8 statutory days
- Opportunity to grow within a fast-moving environment
- Company pension scheme
- Access to discounts to over 800 online and high street retailers