

Job description



Job title: *CAD Technician*

Report to: **CPS Task Force Leader**

Main tasks & Responsibilities:

- Depending on selection and calculation by Mechanical Engineer, to complete fabrication drawings with AutoCAD or standard tools based on referral or standard drawings.
- 根据机械工程师的选型和计算，以参考图样、标准图样为依据，使用 AutoCAD 及其他标准工具完成项目所需的机械制造图
- Coordinate with project buyer for quotation and technical clarification.
- 协助项目采购员进行设备部件制造的报价以及技术澄清
- Prepare list of selected parts and components according to standard guide
- 给出零部件清单
- Support PA for drawing management and version control.\
- 支持项目助理进行图纸管理和版本控制
- Responsible for the tasks mentioned above.
- 负责上文所列任务
- Responsible for comparing with historic design.
- 负责与历史项目相应设备设计进行比较
- Responsible for controlling drawing progress complying with project schedule.
- 负责控制图纸按照时间表进度进程

Requirements:

- College degree or above in Mechanical Engineering or relative.
- 大专或以上学历
- more than 1 years working experience, prefer to have mechanical drawing experiences
- 1 年或以上工作经验，有机械图纸经验优先
- Good command of AutoCAD skills
- 熟练使用 AutoCAD 软件
- Capable of writing and speaking in English. CET-4 is advantage
- 能用英语进行沟通,CET-4 级优先