



## Job Description

### Job Profile

Job Title	CADD Operator
Job Location	Head Office Karachi
Reporting to	Senior Architect
Function/ Department	Engineering
Expected Travel	Occasional traveling required
Job Type	Full time

### Job Summary

To maintain the files of on going and complete school building drawings, working & coordination of related drawings on auto cad for drawing assigned by Senior Architect.

### Profile Benchmarks

Minimum Qualification	Intermediate + Short course in AutoCAD
Experience Required	Minimum 2 years of working experience in preparing architecture and structure drawings.
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Proficiency in using computer (MS Office, Photoshop, Internet etc.)</li> <li>• Good communication and interpersonal skills</li> <li>• Strong knowledge of AutoCAD</li> <li>• Knowledge about Design &amp; Building Construction</li> <li>• Strong command over Urdu &amp; English</li> </ul>

### Job Description

Job Responsibilities	<ul style="list-style-type: none"> <li>• Working on Architecture drawings using AutoCAD</li> <li>• Maintain record of incoming &amp; outgoing documents.</li> <li>• Maintain &amp; coordinate Architecture &amp; other services drawings in order.</li> <li>• Documentation &amp; Record keeping of files and drawings</li> <li>• Update progress on CMS</li> <li>• Coordination with ACMs on projects.</li> </ul>
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Application Deadline:	<b>11<sup>th</sup> June 2022</b>
Apply at:	<a href="https://careers.tcf.org.pk/?p=128241">https://careers.tcf.org.pk/?p=128241</a>
TCF Website:	<a href="https://www.tcf.org.pk">https://www.tcf.org.pk</a>
Expected Joining Date	ASAP