



DesignExpress

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Janavaree Magu 20042
Malé, Maldives

JOB VACANCY

TITLE:	CAD Operator
POSTED DATE:	23 MAY 2019
POSTED #:	DE-2019/JV/04

1. OVERVIEW

Design Express is looking for a dedicated and hardworking draftsman who has demonstrated skills in using AutoCAD for 2D and 3D drawings and illustrations. CAD Operator will be reporting to Draftsman. The selected candidate will be working at Design Express studio in Male', Maldives.

2. RESPONSIBILITIES

- Independently carry out drafting works based on minimum instructions and sketches of design layouts and structural design sketchworks
- Must independently organize own work, workstation and troubleshoot CAD software and other necessary software utilized
- Selected candidate must thoroughly study the design and drafting standards used by Design Express and get familiarized and use those standards well in all drafting works and output documentations
- Deliver drawings, models, sketches, and output contents on time
- Must proactively clarify any issues in the sketches, drawings or other with the Draftsman or another member of the design team
- Ensure timely completion of timesheets, progress update schedules or other management and monitoring tools used by Design Express
- Need to ensure that the highest security is maintained at all times in the office (day and night) from the possibility of intruders, uninvited guests and deliveries
- Ensure all external doors remain closed and locked and only accessible to key-holders
- To contribute, or otherwise assist, as required

3. SKILLS AND QUALIFICATIONS

- Able to demonstrate exceptional skills in using AutoCAD for drafting of 2D plan drawings, isometric 2D drawings and 3D models
- Ability to use SketchUp, Revit or 3D StudioMax will be a great advantage
- Must have completed Higher Secondary School (A' Levels), although a high level of skills on the above mentioned will be considered first
- Able to demonstrate a high level of accuracy and keenness to pay attention to little details of draftsmanship and presentation
- Able to understand architectural sketches / drawings and quickly decipher relevant information required
- Able to work under pressure and to tight deadlines
- Good written and verbal communication skills and articulate and diplomatic manner
- Good interpersonal skills and able to build good relationships at all levels, internally and externally
- Able to work as part of an effective team assisting and supporting team members
- Self-motivated and able to take responsibility
- Flexible attitude and willingness to learn new skills
- Able to demonstrate initiative and a proactive approach to daily tasks
- Due to the nature of the position and the requirement to meet deadlines there will be a requirement to work additional hours as necessary

The above description of the job defines the major activities of the role but they are not an exhaustive list and thus other works in-line with the that of the designation may need to be executed based on the projects Design Express is involved in. The selected candidate may also expect changes in the emphasis of the role which will however be discussed in advance. Therefore, the selected candidate should expect the requirement for a flexible approach to work.

4. APPLICATION

Candidates must submit the following documents to jobs@designexpress.mv

- A. Covering Letter in PDF format
- B. Curriculum Vitae (CV) in PDF format
- C. Portfolio of Works in PDF format
- D. Educational Qualifications (Certificates) in PDF format
- E. Work Reference Letters in PDF format

Note: Each of the above file must be submitted as a single PDF file. Certificates and Reference Letters are not required to be certified true copies. You may scan the originals and create a single PDF.

5. WORKING HOURS AND HOLIDAYS

8.00 AM to 5.00 PM Saturday to Thursday (1 Hour Lunch Break 12.00 PM to 1.00 PM)

Public Holidays:

Holiday	Date
Fridays	All Fridays
New Year's Day	1 January
Worker's Day	1 May
First Day of Ramazan	To be confirmed
Day of Eid-ul-Fitr	To be confirmed
Independence Day	26 July
Hajj Day	To be confirmed
Day of Eid-ul-Ad'ha	To be confirmed
National Day	29 October
Victory Day	3 November
Day of Commemoration of the Birth of Prophet Mohamed	To be confirmed
Republic Day	11 November
Day of Commemoration of the Maldives converting to Islam	To be confirmed

6. LEAVE ENTITLEMENT

In accordance to Employment Act 2008 of the Republic of Maldives

7. CONTACT

Email: jobs@designexpress.mv
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LinkedIn: www.linkedin.com/company/design-express-mv
Facebook: www.facebook.com/designexpress.mv
Website: www.designexpress.mv

8. ABOUT US

Founded in 2012, Design Express is a team of dedicated professional designers, architects and engineers based in Male', Maldives. Our works include designing of buildings & infrastructure in a diverse range of sectors from residential, office, hospitality, industrial to education. Our culture is strongly embedded in efficiency and flexibility and to that end design teams are organized in small groups to facilitate and encourage uninterrupted communication between team members and with clients.