

CAD Document Support for Landlord Services Team

Qualifications:

Education/Licensing/Accreditation/Certifications:

- 2 year drafting, AutoCAD or Revit certificate.

Experience:

- 2-3 years of relevant full-time work experience.
- Facility documentation services including site survey, CAD input, area calculations and lease control book.
- General knowledge of BOMA [ANSI/BOMA Z65.1-2010 version]

Responsibilities:

- Survey existing spaces with as-built partitions.
- Input or revise CAD database to reflect as-built partition survey.
- Assist with area calculations on commercial interior projects.
- Prepare lease control book.
- Report to Senior Project manager for day to day responsibilities.

Communication Skills:

- Has proven verbal presentation skills.
- Has proven graphic presentation skills.
- Has proven client communication skills.

Technical Skills:

- Is proficient in AutoCAD and experience with Revit.
- Is proficient in Microsoft Office.

Professional Qualities and Behaviors:

- Collaborates effectively on a team basis.
- Maintains a positive and professional attitude.

Notes:

- Only qualified applicants will be considered
- Please send your resume and portfolio to hr@zieglercooper.com
- Attachments must be kept under 10 MB