

## Job Description

<b>Position:</b>	CAD Designer and ECO Coordinator
<b>Reports to:</b>	Director of Engineering

### Job Summary

The CAD Designer and ECO Coordinator updates drawings and models to ensure the Engineering Change Orders are processed in compliance to the Quality Management System.

### Duties & Responsibilities

- Create detailed drawings of components in accordance to company and industry standards.
- Maintain component and assembly item master files in the business system.
- Ensure product requirement documents are correct and accessible by appropriate personnel in the company PDM system.
- Perform solid model design work as required.

### Qualifications

- Read and write in English
- Knowledge of advanced blue print reading and GD&T
- Ability to use general measuring tools (Calipers, Micrometer, etc....)
- Proficient using the following software:
  - SolidWorks
  - SolidWorks PDM
  - SAP
  - Microsoft Office (Excel, Word, Outlook, etc....)

### Physical Requirements

- Sitting at a workstation for long periods of time.

### Direct Reports