

<b>Job title:</b>	Drawing Office Junior
<b>Company:</b>	Graham Heath Construction
<b>Salary:</b>	Minimum wage
<b>Hours of work:</b>	Full-time: 8am-5pm
<b>Location:</b>	Graham Heath Construction Ltd, The Old Creamery, Wrenbury Industrial Estate, Station Road, Wrenbury, Cheshire, CW5 8EX

Due to the continued success of Graham Heath Construction, an exciting opportunity has arisen for a Drawing Office Junior to join the team in Wrenbury near Nantwich.

This is a fantastic opportunity to work for an established and progressive company. In return, you will receive on the job training along with a comprehensive benefits package, which includes a company pension and generous holiday allowance.

**Key responsibilities include:**

- Assisting with the production of CAD foundation and planning drawings.
- Assisting with the production of working drawings for building fabrication and erection.
- Ordering materials for each building
- Obtaining structural calculations for buildings
- Assisting with the development of design projects.
- Meeting agreed deadlines.
- Completing basic office administration duties.
- Liaising with employees and clients.
- Ensuring that all health and safety policies are always adhered to.

**Essential skills:**

- Computer literate (MS Office).
- Strong visual awareness and attention to detail.
- Good numeracy skills.
- Self-motivated and driven.
- Highly organised.
- The ability to work as part of a team.

**Desired skills:**

- Experience in technical design software packages such as CAD (or the desire to learn)
- An interest in steel framed buildings and associated materials.

**Company benefits:**

- Company pension.
- Generous holiday allowance.
- Casual dress code.
- Small village shop & post-office just a 2-minute drive.
- Very social office environment.
- Located next to Wrenbury Train Station – good bus connections also.

**To Apply**

This is an exciting opportunity so if you have the relevant skills, please apply now by sending your CV to [paul@gh-construction.co.uk](mailto:paul@gh-construction.co.uk).