



Basic Systems, Inc.
9255 Cadiz Road
Cambridge, Ohio 43725
Phone: (740) 432-3001

Entry Level Drafter

Entry-Level Drafter Position Description:

Completes drafting assignments including drawings, dimensioning, material take-off, reports and simple layouts.

Required Experience/Education:

A two-year technical associate degree in a mechanical, civil, electrical or architectural discipline, featuring CAD instruction and computer skills.

Position Duties:

- Complete drawings in accordance with company and customer standards including all line work, dimensioning, cross references and CAD requirements.
- Coordinate the work with other discipline and project team members.
- Do material take-offs, lists and schedules as assigned to complete project documentation.
- Travel to project meetings or job sites to aid in project completion

Required Skills:

- Ability to use Computer Aided Drafting (CAD) tools to prepare models and drawings according to project requirements, client standards, and Basic Systems' standards.
- Ability read and interpret vendor and project drawings and documentation as required to complete assignments.
- Proficient in basic spreadsheet and word processing tasks.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits:

- Competitive compensation
- PTO
- 401(k)
- Employer paid health insurance
- Dental insurance
- Vision insurance
- Employer paid life insurance
- Tuition Reimbursement
- Bonuses for certifications & continued education

To Apply:

Please send your resume to hr@bsicos.com and be sure to reference: DRAFTER