



BEKKER STEEL

steel service centre 

JOB TITLE:	Draughtsman	DEPARTMENT:	Planning
REPORT TO:	Sales & Planning Manager	SALARY:	TBA
HOURS:	Mon – Thurs. (07H45 – 16H45) Fri – (07H45 – 14H00)	START DATE:	A.S.A.P.

PRINCIPLE DUTIES & RESPONSIBILITIES:

Your duties & responsibilities will encompass the delivery of quotes and drawings as per the client's specifications.

Your duties & responsibilities will encompass the delivery of drawings as per client's specifications and **ISO 9001:2015 Quality Management System** requirements:

- In order to achieve the above in your department you will be expected to:
- Provide layouts, general arrangement and detailed drawings in AutoCAD, and Solid Works when required, in full accordance with standards and clients' project specifications.
- Ensure that layouts prepared will fit on available stock.
- Ensure material utilization to be optimal.
- Create parts and file electronically for nesting purposes.
- Accurate nesting as per drawings to be done in SigmaNest.
- Work as a team member dedicated to meeting delivery deadlines.
- Monitor and communicate progress on current drawings.
- Review and comment on/approve team drawings.
- Liaise with clients with regard to supplied drawings.
- Liaise with Workshop personnel on deadlines and any other communication needed regarding nesting's/drawings or specifications.
- Maintain drawing office records as per ISO 9001:2015

BASIC SKILLS/TRAITS:

The below mentioned skills are critical to fulfil your role as a successful team member and you are expected to adopt these skills to the best of your abilities:

- Interpersonal relationship skill
- Communication Skill
- Good time management
- Self-Starter
- Take initiative.

Please send Curriculum Vitae to info@bekkersteel.co.za



Iso Certificate No. 49 0093 QM08

Directors: JAK Bekker, RP Bekker, R McClymont, HB Stopforth



PO Box 4482
Vereeniging
Gauteng
1930

108 Houtkop Road
Duncanville
Vereeniging
Gauteng

T. +27 16 428 9700
F. +27 16 428 2655

M. info@bekkersteel.co.za
E. www.bekkersteel.co.za

Reg No. 2004/007363/07
VAT No. 4400211019