

Vacancy – Design Office Administrator/Draftsperson

Job title: Design Office Administrator/ Draftsperson	Position Type: Permanent, Full-time
Reference: 0025	Location: Sheffield
Salary: £. competitive. plus benefits	Centre: L.B. Foster Rail Technologies
Reporting to: Mechanical Engineer	Closing date: 17/12/2020

Outline: In your role as Design Office Administrator/Draftsperson – Rail Technologies, you will be responsible for producing and checking CAD drawings prior to manufacture. In addition to this you will also be expected to support the Engineering team to maximise efficiency of daily activities.

Essential Functions

You will be responsible for maintaining the drawings library: checking for accuracy and validity along with organising and managing your work effectively.

You will be expected to model and draft on existing and new designs along with revising and updating drawings to comply with relevant European standards, revising parts and assemblies to ease manufacture and/or mitigate quality issues. Using 3D CAD is a key competency and is necessary for daily activities.

This position also requires the review and updating of product manuals and SOPs (standard operating procedures), providing accurate manufacturing drawings for supply chain and performing detailed checks on drawings identifying and communicating any revisions required.

You will also be expected to be compliant with all Health, Safety, Environmental and Quality procedures as set out by the company.

What you can expect from LB Foster

LB Foster believes our people are our biggest asset and we will invest in your development to achieve your career goals.

You will be given trust, authority and responsibility to create, manage and deliver your own workload within the LB Foster Engineering Team.

Skills & Experience Required:

- Experience in the use of design software including CAD and Solid Modelling packages (preferably SolidWORKS) is essential.
- Knowledge of castings, machined parts, sheet metal and welded structures would be advantageous, although not necessary, as support and training can be provided.
- Excellent eye for detail and ability to organise and prioritise own activities in order to meet deadlines.
- Able to communicate effectively and concisely
- Proficient using IT systems including Microsoft Office.

Core Competencies:

- Teamwork/facilitates collaboration
- Communication



- Integrity & Trust
- Customer Focus
- Continuous Improvement
- Adaptability/Flexibility
- Accountability

To Apply:

**By email, enclosing a current CV & cover letter, quoting the job title & reference to ukcareers@lbfooster.com
For more information please contact the Human Resources Team on 0114 256 2225 (no agencies)**

Please note that roles may close earlier than specified should we receive enough applications prior to the written closing date.