

AV CAD Operator

SMART SPACES is an AV Technology integration company with experience in providing total room solutions. Our team is comprised of a talented staff of AV System Designers, Engineers, Project Managers/Estimators and AV Technology Installation Specialists.

We are currently looking for an AV Commercial CAD Operator Specialist to join our team in Waukesha, WI. SMART SPACES' partnership with BSI allows us to introduce AV to our clients at an earlier phase in the design process to coordinate AV requirements before the construction begins, allowing projects to be designed around the technology in the space.

The Position Requirements and Responsibilities include:

- Read and analyze AV construction documents and scope of work
- Work with our AV System Designers in the install and commissioning of AV Technology
- Work with clients, vendors, suppliers, in the installation of AV Technology
- Assist Engineering Department during the sales process by providing drawings for submittals/quotations
- Assist Operations Department in providing documentation for customer installed systems and internal company use
- Develop comprehensive naming and storage scheme for archiving customer drawings for future retrieval
- Maintains consistent knowledge of new technology/standards to assure the most accurate documentation processes
- Other duties as required or assigned by company management

The Qualified Candidate Must Have:

- 2+ years' experience working with CAD Technology or an equivalent combination of education and experience.
- This person must be able to manage multiple tasks simultaneously and be familiar with developing layouts from schematics.
- Excellent written and verbal communication skills
- Must be responsible, self-motivated, self-starter, personable and well-organized.
- Superior customer service skills to deal with both internal and external customers.

Position is located in our office in Waukesha, WI.

If this sounds like the position for you, then we look forward to hearing from you!

Qualified candidates shall submit a cover letter and resume to:

Erin Macejkovic, Payroll and Benefits Coordinator for BSI & SMART SPACES at:
emacejkovic@buildingservice.com

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