



Position: CAD Specialist

Description: The CAD Specialist is a member of the CAD Support Team, and is responsible to help project teams set-up, maintain, and issue project documents and electronic models. This position is intended to be a starting point of your career with Peter Basso Associates. CAD Specialists typically transition from the CAD Support Team to a design team in approximately 1½ - 2½ years.

The CAD Support Team provides a great opportunity to experience various support tasks across both disciplines (electrical and mechanical) and all project types. You'll work directly with engineers as well as the rest of the CAD Support Team. Peter Basso Associates strongly encourages personal and career growth; your potential is limited only by your performance and willingness to learn!

Responsibilities:

- Setting-up and maintaining project files, including updating and converting background files.
- Printing and/or otherwise issuing project documents – including coordinating the printing schedule.
- Drafting project documents in 2D and 3D as requested by engineers.
- Assisting engineers in troubleshooting AutoCAD files.
- Delivering project documents to clients as needed.

Minimum Applicant Qualifications:

- 1 year experience with AutoCAD (recent technical courses included).
- Ability to multi-task in a fast-paced environment.
- Great communication skills.

To Apply: Please complete the PBA Employment Application form on our website and fax it to our Human Resources Department at (248) 879-8581. Also e-mail your resume to careers@pbanet.com.

We offer a comprehensive cafeteria-style benefits plan and attractive total compensation package.

Peter Basso Associates is an Equal Opportunity Employer