Opportunity for a Draughtsman/Drawing Office Assistant to take on a rewarding position in ETL’s Engineering and Production Department

ETL Systems (www.etlsystems.com) is a specialist engineering company with headquarters based in Herefordshire. With over 25 years of experience in the RF, microwave and satellite communications industry, ETL designs, develops and manufactures market-leading equipment, from DC to 40 GHz. There is also a dedicated R&D centre in Rickmansworth, NW London. As a dynamic and growing organisation, a position for a Draughtsman/Drawing Office Assistant has become available at our Herefordshire location, HR2 9NE.

Job Description

Job title: Draughtsman/Drawing Office Assistant
Job ref: VAC-54
Department: Engineering/Production
Reporting to: Engineering Director
Job type: Permanent
Location: Hereford HR2 9NE
Salary & benefits:

Primary purpose of the position:
This is an exciting position within ETL’s growing Engineering Department for a candidate to assist with the maintenance and release of engineering drawings/data packs for Production. The ideal candidate will have experience of working within an electronic/mechanical drawing office environment.

Main duties & areas of responsibility:
- Keeping data production packs accurate and up to date
- Updating Design Office processes for continuous improvement
- Control and release of production drawing packs
- From time to time you may be asked to work additional hours to meet tight deadlines
- Over time, take on 2D and 3D drawings and implement updates to existing drawing and assembly structure

This is not an exhaustive list of activities covered by this job description.
Qualifications, knowledge, skills & experience:

**Essential:**
- Technical ability & background: experience of working within an electronic and/or engineering environment
- Attention to detail
- Strong IT skills
- Familiar with 3D models, 2D drawing tools
- Familiar in the use of design tools/PCB Altium design
- Ability to work to tight deadlines

**Advantageous:**
- Academic qualification in a technical or engineering discipline
- Past experience in CAD drawing tools

**Behaviours:**
- Excellent communication skills
- Willingness to learn and put in all reasonable effort to meet deadlines
- Good team player - the work will involve a broad range of tasks and you will be required to work closely with your colleagues and be willing to take on differing work as well as repetitive tasks
- Keen interest in mechanics and mechanical design aspects
- Embrace change with a positive approach

**Interested in applying?**

Please send your CV and cover letter to careers@etlsystems.com

We look forward to hearing from you.

ETL is a successful, dynamic, forward thinking employer. We offer competitive salaries, a pleasant working environment and an employer contributory pension scheme. If working for an award winning, dynamic and progressive business is for you, please apply.