Jr. CADD Specialist

Company: N.E.T. is a Northern Virginia-based company that provides Management Consulting and Information Technology services, primarily to the Federal Government.

Positions are located in the Pentagon, and therefore require a Secret-level Security Clearance. If a strong candidate does not currently have a clearance, an offer can be made contingent on obtaining the clearance.

Job/Qualifications: Candidate will be responsible for using MicroStation, AutoCad, or Axiom software products to perform drafting, helpdesk support, and quality assurance and quality control tasks. This will include creating, drafting, modifying drawings, managing customer drawing package requests, and assuring the quality of the drawing packages being released to the customer as well as the quality of the As-Built drawing packages being submitted back into the department. A degree is not required, but Architectural training would be helpful. Desired qualifications include:

- Successful candidate must be proficient in MicroStation. Past experience with AutoCAD is also helpful, with a knowledge of TRIRIGA and CAD Integrator a plus.
- Also must be able to prepare detailed drawings, layouts, sketches and graphic representations.
- Candidate should also have knowledge of procedures for design developments, design intent documents and construction documents.
- Candidate should have excellent time management and organizational skills and have the ability to understand and carry out detailed, technical instructions and communicate effectively.
- Candidate will also organize and assemble technical drawings, and be responsible for plotting, printing, file management and adhering to project schedules and budgets.

Experience performing quality assurance compliance reviews to ensure CADD deliverables conform to governing CADD standards.

- Should be proficient with Microsoft Office products such as Excel, Word and Access.
- At least 2 years of experience using MicroStation or AutoCAD on a daily basis.