

## **AutoCAD Drafter and Project Assistant**

Eugene-Springfield organization seeks motivated Project Assistant, with AutoCAD experience, to join our dynamic team. Must be proficient using MS office and using AutoCAD to print, modify and create drawings. Familiarity with Publisher and Adobe Acrobat a plus. Need to be accurate, organized and dependable. Work is performed in a professional office setting.

Please describe your specific AutoCAD experience in your cover letter.

Duties and required skills include but are not limited to;

- Printing and compiling request for proposal packages: requires strong Microsoft Word and Adobe Acrobat formatting skills, and the ability to follow detailed verbal and/or written directions.
- Preparing proposals for the sales team.
- Shipping proposals: basic USPS/FedEx mailing experience, may require occasional runs to the Post Office for last minute drop-offs.
- Managing E-mail correspondence & organizing meetings: requires knowledge of Microsoft Outlook, including calendars/scheduling, and proper e-mail etiquette (grammar, spelling, etc.).
- Creating correspondence: ability to follow office standards, with strong attention to formatting details.
- Drawing updates: knowledge of AutoCAD software.
- General office duties: experience with standard office equipment, including Windows computers, photocopiers, scanners, and laminator.
- Strong organizational skills, attention to detail and good time management required.
- Special projects as assigned.

This is a full-time position with medical and dental benefits, bonuses, 401(k), profit sharing and more!

If you meet the qualifications for this position, and you'd like to work in a successful organization that puts people at the top of the priority list, apply today!

*We are an Equal Opportunity and Affirmative Action Employer*

*Of Females, Minorities, Veterans and Qualified Individuals with Disabilities*