

Job Title:	Trainee CAD Technician	Position Type:	Full-time, Permanent
Location:	Bovey Tracey, Newton Abbot		

ASPECT TREE CONSULTANCY LTD is a dynamic Arboricultural Consultancy practice based near Newton Abbot. We have an extensive client base to whom we provide a wide range of Arboricultural Consultancy Services.

The Position:

We have a fantastic opportunity for a Trainee CAD Technician to join our friendly team from this September. It would be great if you have some knowledge of AutoCAD (or other CAD software), but the successful applicant will receive full CAD training in our industry-leading firm, in order to produce technical drawings using AutoCAD.

The position will also include some administrative duties – e.g. typing up of fee proposals, setting up job folders, sending/actioning emails, telephone liaison with clients.

Primary duties include the following:

- Producing CAD plans using data provided by Consultants
- Working collaboratively to outline Tree Protection measures and Method Statements for development sites
- Provide technical and AutoCAD support to all staff
- Report co-ordination, formatting and checking
- Administrative support duties

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum 5 GCSEs (or equivalent) at Grade C or above (or Grade 4 or above for new GCSE system), including Maths and English.
- IT Literate (including Microsoft Office. CAD software experience is desirable)

PREFERRED SKILLS

- As well as a good level of literacy and numeracy, we envisage that the successful applicant will have creative abilities, possibly with a GCSE (or equivalent) in Art or Design & Technology.
- Customer liaison will be an important part of your role, so effective written and verbal communication skills are essential.
- We are a small, close-knit team and the nature of our work necessitates collaboration and the ability to work well as part of a team
- The candidate will display accuracy, attention to detail and a creative approach to problem-solving.

BENEFITS

- 28 days annual leave (incl. Bank Holidays)
- Cycle to work scheme
- Free eye tests
- Superb experience within the planning and development industry