



EICKHOF

CAD DRAFTER / PROJECT SUPPORT

Reports to: Senior Project Coordinator

Summary: As our CAD Drafter / Project Support Specialist you will have the opportunity to design a product that will have a lasting impact on hundreds of people and will withstand the test of time.

Employment at Eickhof Columbaria Inc. is about being a part of something bigger. It's about being on a team that employs individuals with the highest levels of loyalty, honesty and integrity. It is about exceeding customer expectations on a daily basis by taking a true interest in their needs.

This is the perfect job for people who like perfection in their work and help clients to understand the details of a project. We are looking for optimistic, motivated, outgoing individuals who know how to work well in a team environment and have a passion to surpass expectations to achieve excellence.

This team will be responsible for the drawings of columbaria in 2D CAD from the raw data and images received from our clients to the final shop drawings for customer approval. You will also be responsible for multiple projects by providing technical support and general administrative support including creating and maintaining project-related logs, composing correspondence, and preparing and monitoring reports.

PROFESSIONAL QUALIFICATIONS:

- **Education:** Minimum High School Diploma – Preferred College Degree
- **Technical Skills:** Proficiency in Microsoft Office Suite and a minimum of 1-year drafting experience in construction, manufacturing, or similar field with AutoCAD software. Experience with SolidWorks software is welcomed.
- **Customer Service:** Ability to project a professional company image through in-person, phone communication and written interaction with employees; clients; vendors and the general public. Acquire knowledge of columbaria construction process sufficient to communicate instructions to contractors, clients and support the development of the project through different phases.

DUTIES AND RESPONSIBILITIES: include the following (other duties may be assigned)

- **AutoCAD Activities – Target Utilization Rate 50%**
 - Draft preliminary drawings for customers using AutoCAD
 - Assist Project Coordinator and project team with the project at all phases of design.
 - Draft shop drawings for production using AutoCAD
 - Become familiar with and properly utilize all Eickhof’s standard forms

- **Project Support – Target Utilization Rate 50%**
 - Help to create project delivery paperwork
 - Be part of compiling and sending the Confirmation of Order to customers
 - Check The client’s project foundation status or advise on specifics

 - NOTE: Assignments may include higher-level work for training/development purposes

ATTRIBUTES:

- **Attitude:**
 - **Positive Attitude** with “Can-do” outlook
 - **Achieve Excellence** through willingness to do what it takes
 - **Personal Integrity** with sense of ownership and responsibility
 - **Cares about Customer**
 - **Teamwork** with us to become the best Columbaria Manufacturer

- **Skill sets:**
 - Organizational skills
 - Verbal, Written and Graphic Communication skills
 - Technical skills
 - Design skills

About Eickhof Columbaria Inc.

Eickhof Columbaria has spent over 35 years developing a better way to engineer, design, and fabricate columbaria. Columbaria are above ground memorial structures for the final resting place of cremated remains. We have an attitude that fosters a company culture of constant improvement and that attitude, along with our experience is the reason we have columbaria in nearly all 50 states. They’re installed at churches, cemeteries, higher learning institutions, retirement communities, homesteads, and Buddhist temples.

To apply please send a cover letter and resume (specific to this position at Eickhof) in PDF format to ronny@eickhofcolumbaria.com