

# Job Title: Millwork Draftsperson

## Welcome to Mirmil Products!

**What We're Looking For:** The Millwork Draftsperson is accountable for carrying out a variety of drafting duties including designing, researching, and prototyping new products for our custom millwork facility.

### Responsibilities of the Role:

- Create 3D models using computer-aided design (CAD) software
- Convert 3D models into instructions for 3D printers
- Develop test prototypes
- Identify solutions to improve production efficiency
- Use design software to develop models and drawings of new products
- Maintain existing engineering records and designs
- Assess all engineering prototypes to determine issues or risks
- Supervise the manufacturing process of all designs
- Performing tests on prototypes before they are designed for permanent use
- Ensure that assembly is completed and is compliant to industry and business standards
- Provide expertise on digital design and implementation
- Carefully prepare detailed documentation of all work and ensure it is always up to date
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

### What You Offer:

- Ability to understand and document complex processes in a clear and concise manner
- Strong organizational skills and the ability to manage multiple projects simultaneously
- Extreme attention to detail
- Excellent time management and multi-tasking skills
- Collaborative mindset with the ability to work effectively in a team environment
- Effective written and oral communication skills to interact with, instruct, and inform others
- Proactive approach with demonstrated initiative and ability to be flexible
- Ability to take direction, focus and work with minimal supervision
- Ability to work individually and as part of a team

### Key Requirements (education/certifications/licences/passport/clean drivers abstract):

- Experience with 3D CAD, blueprint reading, PLC Programming and HMI Design is required
- Post secondary education in Engineering is preferred
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is required

- Experience working in an industrial or manufacturing environment, ideally in a millwork setting is ideal

**Wage / Schedule:**

- From \$21 - \$30 / hour
- Monday – Friday, 7:30am – 4:30pm with overtime

**We look forward to meeting you!**