

**POSITION TITLE : DRAFTER**

**COMPANY : ASET**

**JOBS REQUIREMENTS:**

- Candidate must possess at least a Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, Engineering (Civil) or equivalent.
- At least one (1) year of working experience in the related field is required for this position.
- Preparing the AutoCAD drawings for preliminary/details drawing to client as requested by sales person.
- Preparing detail drawing for submission to authority.
- Assisting Engineers for preparing/complying the document for submission.
- Responsible for department softcopy/hardcopy filing.
- To perform ad-hoc duties as instructed by the superior from time to time.
- Required skill(s): Drafting, AutoCAD.

