

<b>JOB TITLE</b>	Draughtsman
<b>LOCATION</b>	Aberdeen, UK
<b>EMPLOYMENT</b>	Contract

#### DESCRIPTION OF FUNCTION

The Draughtsman is responsible for ensuring that all drawings are developed to industry standard and company with company procedure. Working closely with Project Managers and Engineers to deliver the required information (fabrication drawings, deck layouts, story boards, umbilical excursions and vessel set up).

#### JOB RESPONSIBILITIES

The main duties associated with the role, include but are not limited to:

- Day to day liaison with Project Managers/Engineers with respect to Drawing Office input to projects
- Planning and scheduling of work through the Drawing Office
- Maintenance of Drawing Office workmanship standards
- Ensuring that all Drawing Office activities are carried out in accordance with Drawing Office procedures and relevant British, European and International Standards
- Provision of draughting and graphics services to project teams
- Set up and maintenance of Drawing Office project files
- Set up and maintenance of working project folders on the N-Drive
- Ensuring that work undertaken is carried out to a high standard and is in accordance with Company procedures and standards
- Self-checking their own work prior to full checking and signing-off process
- Signing off of drawings as "Checked" when draughting check process is complete
- Any other task within your capabilities as reasonably requested by the Company

#### CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience within the Subsea Industry
- Experience producing drawings and graphics related to subsea equipment designs, vessel layouts and process flow diagrams
- Proficient in the use of AutoCAD
- Experience using MS Office package
- Excellent organisational and planning skills
- Ability to effectively prioritise workload and work with minimum supervision