

Job Description

Cabinet Drafter

Compensation: Salary commensurate with experience Employment type: full-time

The Closet Works, Inc., a leading custom closet and furniture company for over 30 years, based in Montgomeryville, is seeking a talented individual to prepare CAD generated parts submissions for production and inventory processing.

This position is for a full-time employee who wants more than a job, but rather a career with a proven company.

We Offer:

1. A solid training program
2. A professional and pleasant work environment
3. A benefits package including paid vacation, sick and personal days plus a 401k plan
4. Tiered wage increases after milestone tenure

This job requires:

1. Excellent interpersonal communication skills
2. Strong organizational and follow-up skills
3. Strong analytical and problem solving skills
4. Meticulous attention to detail
5. Excellent math skills and spatial awareness
6. A pleasant and respectful personality
7. Cabinet CAD software proficiency, Cabinet Vision preferred
8. Functional knowledge of Excel and MS Office
9. Sense of urgency and good task prioritization
10. Knowledge of MRP software a plus

Typical Tasks:

- Communicate with Designers to resolve questions regarding design specifications
- Create parts lists with a combination of CAD, Excel and MRP software
- Establish priorities and reorganize work based on flexible production schedule
- Coordinate with Production personnel to prioritize submissions
- Field and process impromptu parts requests

Personal Characteristics:

The successful candidate will be intelligent, hardworking, willing to learn, possess a positive and upbeat attitude and be a team player. We are seeking a professional, mature, experienced adult who can perform at a consistently high level. We are an equal opportunity employer.