



SUMMER STUDENT DRAFTSPERSON

Position Summary:

Reporting to the Lead Draftsperson this position will assist in designing and drafting of woodworking projects at Art Magic Carpentry (AMC). This position is for the Kleefeld, Manitoba office. This summer student position has the potential to turn into full-time employment at the end of summer.

Responsibilities:

- To review architectural drawings for detail and scope of work.
- To compare scope of work with estimate to ensure coverage on discrepancies.
- To provide shop drawings for review by the Project Coordinator and then for further review by the Contractor/Architect/Owner.
- To ensure the accuracy, completeness, and timely completion of the shop drawings.
- To adhere to AWMAC and AWI standards and AMC methods whenever possible.
- To ensure good communication with the Project Coordinator, for items such as: site dimension requirements, cost saving suggestions, etc.
- Other duties as required.

Requirements:

- Auto-CAD experience required. Any post-secondary education in Computer Aided Design would be considered an asset.
- Comfortable using office equipment and software including Microsoft Office Programs (Outlook, Word, Excel, Teams etc.).
- As our ideal candidate, you are detail-oriented; you have an eye for the smallest detail, and you have incredible accuracy.

About Us:

Since 1973 AMC has been a leading provider of woodworking products and services including architectural millwork, wood veneer and plastic laminate casework, restoration work, rough carpentry, and construction to major, commercial and institutional projects. AMC has two office locations: one in Mississauga, ON and one in Kleefeld, MB.