

## Detailer, CAD Drafter

This position serves as a production engineer for assigned projects to successfully manage the people, resources and tasks from project launch to completion to bring projects in on time and within budget. This includes but not limited to Engineering, CNC files, all phases of Production and Graphic Production, Crate building, set up for client viewing, packaging and shipping.

### Manage the execution of projects:

- Manage & lead team communications and support, communicating concerns, issues and PCNs (using support from the DD team) that may impact delivery and/or pricing
- Manage project budgets and financial reporting, report EVA to team on a regular basis
- Project problem solving and situation management
- Provide work direction and guidance to CADD Technician, Lead Builder, Production Manager and Graphic Production Manager as needed
- Complete AutoCAD renderings (technical, graphic, CNC and service) for assigned projects in a timely manner.
- Manage outside vendors to maintain Star quality, costs, and timelines

### Manage cost estimates and project timelines:

- Sourcing materials and value engineering research
- Monitor and manage project costs thru project completion
- Communicate and update project timelines as needed

### Education and experience:

- External candidates: 4+ years experience in drafting and project management (experience in retail, tradeshow, cabinetry or construction strongly preferred)
- 2 Year degree in drafting/design
- Software proficiency (AutoCAD, MS Office, internet)
- Willingness and ability to work beyond 40 hours per week during peak periods to ensure client needs are met

### Attributes:

- Desire and ability to operate according to Star's core values in every interaction: integrity, open, honest and respectful relationships, customer intimacy, passion, entrepreneurship, and nurturing growth
- Strong customer focus and solutions orientation
- Must possess strong attention to detail and time management skills
- Ability to communicate effectively with coworkers and clients
- Ability to quickly learn and understand new materials and construction techniques

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history to: Human Resources, Star Exhibits and Environments, Inc., 6688 93<sup>rd</sup> Avenue North, Minneapolis, MN 55445 or email [hr@engagestar.com](mailto:hr@engagestar.com)

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