



## **Position : Part Time Draftsman / Drawing Clerk**

### *Role & Responsibilities :*

- Support Project Team by preparing AutoCAD drawings;
- Coordinate with consultants & contractors to ensure the drawings aligned with client's requirements;
- Manage drawings documentation;
- Assist general project administration and ad-hoc tasks as assigned.

### *Requirements :*

- Form 5 graduated or related Certificate / disciplines;
- Minimum 1 year working experience;
- Familiar with AutoCad-2D software;
- Responsible, attentive to details and be a team player;
- Immediate available is preferred;
- 5-days working (half day).

We offer competitive package for the right candidate. Please send full resume including the current & expected salary and the contact information to [hr@kwantaieng.com](mailto:hr@kwantaieng.com). Personal data collected will be used for recruitment purpose only.