

# Trainee Design Technician

## **Main Job Purpose:**

Working within the Design Team, you will produce technical specifications, drawings and production packages to enable the manufacture of bespoke & high-performance timber windows and doors for a range of nationwide projects. Liaising with a wide customer base, from domestic customers and general builders to housing developers and multinational contractors, you will be a point of contact to discuss and advise of the final product specification and design.

## **Main duties of Role:**

- Carry out order reviews, both internally and by customer/client visit.
- Identify and understand the requirement of the customer and translate into specifications that will be clearly understood by the production departments.
- Discuss special requirements internally to ensure that optimal solutions are found.
- Produce drawings for customers and production (including supplementary drawings in AutoCAD to clarify non-standard requirements).
- Provide customer liaison and service to develop and improve the customer journey/experience.
- Support with the development of systems and processes.
- Observe all safety rules and procedures, ensuring that the work area, equipment and materials are left in a safe state; and that reasonable care is taken for the health and safety of all fellow employees and any other persons within the work area.
- Work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- Carry out and comply with all company policies, procedures and instructions and any other reasonable duties deemed necessary by the company.

## **Essential Requirements:**

- Comfortable working as part of a team
- A good eye for detail and a high level of accuracy with data entry and complex specifications
- Process driven and methodical with ambition and determination to develop technical knowledge of the products we supply and manufacture.
- Good knowledge of Excel, Word and Microsoft Office

## **Desirable Requirements:**

- Experience in the window/building industry processing technical order requests
- Ability to interpret technical drawings and specifications
- Technical knowledge of timber windows and doors
- Experience with CAD software
- Customer service and interaction experience
- Use of online document control systems

If you would like to apply for any of these roles please contact [hr@gbstp.com](mailto:hr@gbstp.com) or call 01775 821921