

NEW VACANCY

Name and address of employer: Mackenzie & Ebert Ltd, Metro House, Chichester, West Sussex PO215FQ

Vacancy job title: **Junior CAD Technician / Office Assistant**

Details of hours or days: Full time: 9.00am – 5.30pm, 5 days a week

Salary range: £18,000 - £20,000

Job description including any specific skills or experience needed: We are a small team of five people and are looking for someone to join us at our office in Chichester.

The role will involve:

We use AutoCAD extensively work on plans and desktop publishing work in compiling reports.

Using Adobe Photoshop to adjusting photographs.

General office duties such as printing, plan folding, phone answering, arranging courier collections/deliveries.

We use the following packages:

Autodesk AutoCAD and Civil 3D
Adobe Photoshop, InDesign and Premiere pro
Microsoft Word, Excel and Publisher

If you are interested, then please make contact and we can discuss further. Understanding of golf preferable but not essential.

Location: Chichester

Method of application: Please email CV to pitchandr18@aol.com