

**Drawing Office Manager****Location:** Derby Head Office.**Hours:** Mon-Thur 8.00am to 5.00pm, Fri 8.00am to 2.30pm**Salary:** Competitive salary**Benefits:** Contributory Pension, Life Assurance**About Us**

We are a Steel Construction Specialist who provides 'concept to completion' build projects across a variety of sectors, working for both contractors and the end user. The company is a family business which has successfully grown into one of the most recognised names within the steel industry.

We are seeking an experienced Drawing Office Manager to lead a successful and highly skilled team of Draughtspersons, Sub-Contractors and Technical Coordinators. You will have experience of detailing in Tekla and AutoCad, as well as having managed a team. The successful candidate will be part of the Senior Management team, working closely with the Directors of the business, to help deliver the vision for the future.

**What we are looking for:**

- A highly skilled user in Tekla software and AutoCAD or similar within design for the Construction industry (steel structures), with excellent communication skills.
- A strong leader and people manager, with demonstratable experience in managing a highly skilled team
- Experience in customer facing roles and be able to provide technical support and advice to both internal and external stakeholders
- Understand the practical and technical applications of modern designs and be able to attend site visits where needed.
- A business-minded individual who is both commercially astute and financially aware.

**What you will be doing:**

- Reporting directly to the Operations Director, your role will be hands on managing a team as well as designing and detailing projects
- Managing Client-led design and build projects or designed projects to meet cost, quality and delivery targets from a technical and commercial perspective.
- Assisting with estimates during the initial tender process and attending Client and site visits, where necessary.
- Supporting the Production Department and working closely with the Contracts Management team to deliver the required specification for the Client.
- Lead, develop, mentor and coach a team of highly skilled and experienced Senior Draughts personnel, Technical Coordinators and Document Controller.
- Manage a varying number of Sub-Contract design and drawing offices to ensure consistency and quality aligns with our standards.

**To apply**

Please submit your CV and a Cover letter to [jobs@robinsons.com](mailto:jobs@robinsons.com) stating why you are interested in the role and how your skills and experience match what we are looking for.