

JOB DESCRIPTION

Job Title: CAD Support Technician

Job Purpose: To support Prodrives Automotive Technology CAD Systems and assist with general design office duties.

Key Accountabilities:

- Responsible for the day to day maintenance of the AT CAD Systems, all major CAD systems are supported but mostly CATIA V5 and Unigraphics NX.
- Manage Data transfers between Customers and Suppliers and co-ordinate data translations.
- Carry out CAD upgrades when required.
- Perform simple hardware maintenance and upgrades.
- Raise helpdesk calls with software vendors to resolve technical issues and problems.
- Maintain plotter and printers.
- Assist with administration of the Windows 2003 network - user creation etc.
- Provide CAD application user support and some training.
- Design work as and when required.
- Liase with Warwick and Banbury IT Support.