



CAD Project Manager / Inside Sales

Compensation: DOE

Employment type: Full Time permanent

Rivard Stone is looking for a multifaceted team member to join our growing business. This new team member will prepare detailed CAD drawings of designs and plans for projects according to customer input and/or specifications and work in collaboration with the sales team to complete projects.

This position requires careful understanding of stone products and their application, ability to estimate and bid project proposals to completion, and experience preparing layouts and drafting.

Role and Responsibilities

- Use CAD software to develop and prepare layouts and detailed drawings necessary for customer review, approval and manufacturing
- Create and revise production drawings, checking dimensions and materials to be used
- Set up and maintain organized file system for production drawings, project and communication documentation
- Communicate with sales, customer and manufacturing to ensure smooth take off
- Fully functioning sales team member – including sales quoting, processing & invoicing, product & application knowledge, staffing support

Qualifications and Education Requirements

- 3 years of direct CAD experience
- Ability to read and understand scales and blueprints
- Estimating experience no necessary, but very helpful
- Sales experience not necessary, but helpful

Competencies

- Communication Proficiency
- Organizational Skills
- Teamwork Orientation
- Mechanical Aptitude
- Time Management
- Problem Solving Skills
- Customer centric

Work Conditions

- 90% Office Environment – sales & drafting, 10% Manufacturing Facility/Off-site
- Full-Time Hours
- Travel less than 10%

Qualified candidates may apply with their cover letter and resume via email to devonr@rivardstone.com