

Position: **SIGN GRAPHICS/DRAFTSPERSON**

Reports To: **SALES SUPPORT MANAGER**

1 Results Statement

I am accountable for producing the following results;

To assist in client fulfilment by preparing presentations for sales and production to give clear manufacturing processes to meet the clients requirements.

2 Reporting Positions Results Statements

This position has no one directly reporting to it.

3 Work Listing

3.1 Entrepreneurial Work

- 3.1.1 Recommend to management ideas for the vision of the Sign Draftsperson's function and assist in updating and creating systems in accordance with the Company's overall Strategic Objectives.

3.2 Managerial Work

- 3.2.1 Plan and implement work schedules and maintain timetables.
- 3.2.2 Train team members as directed by management.
- 3.2.3 Provide feedback and information to Project Manager on the progress of various projects

3.3 Technical Work

- 3.3.1 Prepare sign design drawings, jobsheets, instructions, and schedules in collaboration with the Project Manager
- 3.3.2 Prepare detailed costing sheets and production schedules, including relevant material that require orders from suppliers and/or subcontractors .
- 3.3.3 Generate artwork/layouts/sign designs and create artwork, ready to use in production.
- 3.3.4 Investigate and report to the Project manager and/or the Production Manager alternate materials or production methods that will result in the same or higher quality levels and allow the job to be manufactured more economically.
- 3.3.5 Gather information from architectural and engineering drawings, tenders, archived data and related documentation that will assist in writing up jobsheets.
- 3.3.6 Visit or contact Clients, Subcontractors and Suppliers as directed by the Project Manager and/or the Sales Support Manager.
- 3.3.7 Ensure the Project Managers and Sales Support Manager are aware of the progress of current projects and activities by stating completion dates in a daily timetable.
- 3.3.8 Investigate and obtain quotes from subcontractors and suppliers as required.
- 3.3.9 Inspect jobsheets written by others as necessary or as directed by the Sales Support Manager.
- 3.3.10 Forward verbal and written communication with clients to Project Managers as necessary.
- 3.3.11 Carry out site inspections, survey and obtain measurements as directed by the Project Manager or Sales Support Manager.
- 3.3.12 Assist in answering the telephone in out of office hours, where necessary.
- 3.3.13 Gather project information promptly both internally or externally either verbally, via phone, via fax and follow up regularly for results.
- 3.3.14 Seek assistance and be directed by Sales Support Manager as to work priorities.
- 3.3.15 Recommend and attend training seminars or workshops as required.