



JOB DESCRIPTION FORM

Job Title Draftsman	Job Code	Business Unit / Division Zamil Steel Vietnam	Department / Section Engineering
Job Title of Immediate Superior Group Supervisor	No. of Job Titles Supervised by the Job Holder, if any -----	No. of Individuals Supervised by the Job Holder, if any -----	
Date of Update 2019	Revision # 01	Prepared by Le Trung Nghia	Reviewed & Approved by General Director

(Please avoid "identical/almost similar" job description for two or more job titles)

I. Job Purpose: (Why does this job exist?)

To prepare Proposal/proposal Drawings for Submitting to the Customer

II. Person Specifications: (What are the minimum attributes for the job holder to be effective in this job?)

Age (Range) Years :	25 +
Qualifications (Essential) :	Diploma in Civil or Mechanical Draftsmanship
Qualifications (Desirable) :	Diploma in Civil/ Architectural engineering
Certificate/License/Course :	-
Computer Literacy :	Hands-On experience in AutoCAD
Language Required:	Fluency in English (Written and Spoken)
Duty (Shift/General) :	General
Special Physical Characteristics Needed :	Physically fit
Specific Experience (in Years) :	Min. three years in Drafting with AutoCAD
Personal Competencies:	Pleasant and Good Moral character
Other (if any) - Please Specify :	

III. Job Authority: (Operational/ Financial/ Administrative/ Special)

Key Result Areas / Areas of on-going Accountability & List of Job Responsibilities:

Key Result Areas / Areas of on-going Accountability (What areas or major activities will produce the contributions that the company expects from this employee?)	List of job Responsibilities (Identify both the routine and non-routine tasks that this employee has to perform. As much as possible, you must highlight the result that is expected from each task.)
Preparation of Proposal Drawings	<ul style="list-style-type: none">• Prepares proposal/approval drawings using Zamil Steel standard ZSPro software for the required buildings as per information provided in the QIF, Design sheets and sketches provided by the Design Engineer and as per Zamil Steel Std Detailing procedures.• Corrects any errors found, and implements instructions provided by the Group Supervisor or Design Engineer after his job has been checked.• Plans to finish his work according to assigned schedules, and gives early warnings to the Group Supervisor if schedules cannot be met.

N.B.: You are requested to complete this form in two pages only.

Reviewed & approved by

Le Trung Nghia / Head of Engineering