HBC	JOB DESCRIPTION	Effective Date: 14 January 2026	
		Document Code: IMS-RM-F03	
		Rev. #.01	Ref No.: IMS-RM-WI03

JOB TITLE	Senior Draftsman
DEPARTMENT	Tender & Engineering
REPORTS TO	Tender Manager

QUALIFICATION

- Diploma in Civil Draftsman

KEY RESPONSIBILITIES

- Design and Drafting Sketches as per Clients Requirements for Tendering Department.
- Preparing Setting Layout as per Affection Plan / Coordinates.
- Preparing Architectural Drawings as per Scope of work for Preliminary Submission.
- Preparing Project Area Calculation.
- Preparing all kinds of CAD Drawings (Civil Related & MEP) for Getting NOC's from Different Govt. Departments.
- Revise Drawings and Layouts as per Authority Comments & Client Requirements.
- Preparing all CAD Drawings for Final Submission to obtain Building Permit from UAE Govt. Authorities.
- Co-ordination with Management, Engineers, and Site Engineers for Drawings as per site Requirements.
- Preparing Shop Drawings & Location Map as per Site Requirement.
- For Authority Submission convert CAD Drawings to DWF & PDF Formats.
- Preparing Excel sheet & Adobe software for document & drawing submission.
- Preparing AS BUILT Drawings after Completion of Project.
- Plotting & Printing Drawings and Documents for Office & Site Requirements.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	Mohamed Ali	Azmi Ajir
Signature		
Date	14 January 2026	14 January 2026