

- **Company profile:** A leading company affiliated to a group of consultancy and property management, leader in the Middle East currently working on one of the largest real estate projects in Jordan.
- **Job Position :** Autocad Operator – Shop fitting coordinator, based in Amman.
- **Candidate profile:** The candidate must hold a degree in Architecture or in Interior Design with solid knowledge of Autocad and Photoshop software. The candidate is junior or with 2 to 4 years experience.
- **Salary:** Attractive with fringe benefits.
- **Job Description:** The candidate will report to the Chief Operating Officer or to the Facility / Property Manager and he/she will be assigned :
 - To assist the different departments by providing property units drawings
 - To provide all necessary architectural and technical information about properties managed by the company.
 - To assist in programming and planning property space on new projects and preparing all related drawings.
 - To carry out modifications to the property units when necessary.
 - To generate and update the layout plans for units when necessary
 - To review and comment on all submissions for Architectural drawings for all projects.
 - To assist the Company's Leasing / Sales Department on all the architectural and technical information related to the premises.
 - To liaise with the Company's Department Heads when necessary.
 - To assist in yielding up of units from Tenants vacating the premises.
 - To supervise the daily inspections for monitoring the progress of units under fit-out.
 - To assist in handing over of units to new or replacement Tenants / Buyers.
 - To assist Tenants / Buyers and Contractors during all the Design & Fitting stages of the properties managed by the Company.
 - To monitor the execution of final inspections for property units that are preparing for opening.
 - Prepare Power Point presentations and Perform presentations to Tenants, buyers and end users