



## National Electrostatics Corp.

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# Drafter

## Job Overview

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. (NEC), is always looking for the best, quality candidates to join our team. Being a part of the NEC team offers many rewards including being part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years. Benefits include paid holidays, vacation, and sick leave, paid disability and life insurance, dental & group health insurance and retirement plans.

This is a full-time position with the ability to work independently as well as work collaboratively with others in a positive and professional manner. The ability to stay organized, juggle multiple projects at once, great time management skills, excellent problem-solving abilities, and very detail oriented.

## Essential Duties

1. Prepare layouts, details, drawings, and designs in accordance with engineering specifications, sketches, and instructions, including mechanical drawings, electrical schematics, and wiring diagrams.
2. Work with designer/engineer to plan graphic presentation of complex items and to complete unspecified details.
3. Retrieve information from drafting files and vendor catalogs to complete assigned work.
4. Revise drawings and bills of materials to conform with engineering changes.
5. Update and maintain vault and PDM data related to designs and bills of materials.
6. Complete other similar tasks involving drafting software and NEC product documentation as needed.

## Skills and Experience Requirements

- Associate degree or equivalent work experience.
- Experience with both Solidworks and AutoCAD preferred.
- Experience with Solidworks Product Data Management (PDM) preferred.
- Experience with engineering drawings.
- Average or better ability to read and write in English.
- Ability to carry out instructions provided in either written, diagram or oral form.
- Ability to communicate easily and effectively with colleagues throughout the company.
- Dynamic self-starter, who takes ownership of assigned tasks and completes work competently and effectively.



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- Self-directed, as well as team oriented.

### Physical Requirements

1. Ability to lift 10 pounds.
2. Eyesight vision of, or corrected to 20/20.

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.*

Visit [www.pelletron.com](http://www.pelletron.com) to find out more about NEC and our products and apply!