



National Electrostatics Corp.

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Great benefits in a dynamic workplace that is respectful, friendly and fun – we are a team that is committed to making and keeping our customers very happy!

This is a regular full-time position with the responsibility of drafting at a manufacturer of unique scientific instruments for a worldwide market.

Safe work habits, attention to detail, accuracy, good attendance, excellent organizational skills, the ability to work and think independently, along with the ability to work cooperatively with others in a positive and professional manner are expected. Must be able to pass a drug screening and background check will be performed.

Benefits include paid holiday, vacation, sick leave, disability, life insurance, employer sponsored group health and dental insurances, ESOP and 401(k) retirement plans.

Job Title: Drafter

Job Level: Non-exempt (Hourly)

Department: Drafting

Work Hours: 7:00 a.m. - 3:30 p.m. CST (Monday-Friday)

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. Train and assist others in the department on departmental document standards and procedures, in file and information retrieval
3. Work with designer/engineer to plan graphic presentation of complex items and to complete unspecified details
4. Retrieve information from drafting files and vendor catalogs to complete assigned work.
5. Revise drawings and bills of materials to conform with engineering changes
6. Other similar tasks involving Solidworks software and NEC product documentation may be assigned as needed

Skills and Experience Requirements:

- Associates degree or equivalent work experience
- Experience with Solidworks required
- 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
- Excellent problem-solving abilities
- Strong attention to details
- 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
- Self-directed, as well as team oriented

Physical Requirements:

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