

Job description TAPERED STUDIES DESIGNER

1. Mission/Purpose

The tapered studies designer is responsible for the developments of designs, drawings, calculations and follow up of the tapered studies within Foamglas.

The tapered requests come from sales staff or directly from customer in all European countries (DACH, France, Nordics, Benelux, UK, and Growth Countries, Eastern Europe, ...) Middle-East and US.

2. Key Responsibility areas

Commercial:

- Analysing the architectural and construction drawings after receiving the study request from the sales engineers/customers/commercial department/...
- Able to decide about the type of tapered study that is requested (estimation plan/order)
- Designing the installation drawings in the most optimized way in accordance with what has been asked.
- Work in accordance with the agreed service level.

Administration:

- Inserting the study results into the common project database (volume/date/surface/study time/project name/city, country/...)
- Keeping all received and sent information in a structured way.
- Update and chase delegated tasks to ensure progress to deadlines
- Keep projects on schedule
- Communication with the sales department/customer service

Technical Support Improvement:

- Being up to date of new drawing software
- Training of new tapered designers in OC
- Able to give full service to other designers
- Giving advice to the customer service and eventually adjust the specification
- Support IT/solving software/hardware problems

3. Major interactions

- Internal:
 - main contacts with sales engineers,
 - contact with commercial secretary of each country requesting a study,
 - contact with other tapered designers/replacement/back-up during holidays
- External: contacts with customers

4. Specific functional expertise

Education, Experience and Certifications:

- Minimum college degree in a technical area (buildings-electro mechanics)
- Knowledge of Autocad, Archicad or another CAD software package is a must.
- Familiar with Microsoft Office (Word, Excel, PowerPoint, Note,...)
- Experience in reading architectural and construction drawings
- Knowledge of UDS is a plus
- Knowledge of SAP is a plus
- Good knowledge of German and English (for internal communication)
- Knowledge of other languages (French, Dutch, ...) is a plus

Knowledge, Skills and Abilities:

- Team player
- Ability to work result-oriented and achieve ambitious goals
- Knowledge of business principles
- Being stress resistant
- Ability to put different jobs in order of priority
- Strong oral and written communication skills with the commercial team and external customers
- Detail-oriented and works with a high degree of accuracy
- Planning and organizing skills
- Sense of initiative
- Time management
- Ability to be flexible
- Ability to set and meet deadlines
- Able to operate independently and in a team
- Coordination of information between different departments and/or external contacts