

## Drafting Department Manager

OPERATIONAL LEADERSHIP

PROCESS IMPROVEMENT

IN PERSON

ORLANDO, FLORIDA

**Zaho Global Enterprises LLC, a custom Architectural Millwork manufacturer, is hiring an experienced Drafting Department Manager. This is an operational leadership position accountable for developing and organizing a scalable drafting operation capable of supporting the Company's continued growth. Responsibilities include personnel management, departmental planning, process development, quality management, and operational coordination. We offer full benefits, weekly pay, direct deposit, Vacation pay, and 401 (k).**

### Position Summary

The Drafting Department Manager is responsible for the leadership, administration, and continuous improvement of the Drafting Department. This position directs departmental personnel, establishes drafting standards and operating procedures, manages departmental workload, and coordinates drafting activities with Production, Operations, Engineering, Estimating, and Project Management.

### Required Qualifications

- Minimum five (5) years of progressive experience within drafting, architecture, engineering, manufacturing, construction, or a related technical environment.
- Minimum three (3) years of supervisory or departmental management experience.
- Demonstrated experience leading technical or production-oriented teams.
- Strong organizational, planning, and communication skills.
- Demonstrated ability to establish processes, standards, and operating procedures.
- Ability to manage multiple priorities within a deadline-driven environment.
- Successful completion of the drug and background screening.

### Preferred Qualifications

- Experience within architectural millwork, custom millwork, casework, woodworking, or related manufacturing industries.
- Experience managing distributed or remote teams.
- Experience implementing operational improvement initiatives.
- Experience with drafting department planning, scheduling, and workload management.
- Bachelor's degree in Engineering, Architecture, Construction Management, Industrial Technology, Business Administration, or related discipline.

### Preferred Software Experience

- AutoCAD | Bluebeam | Microsoft Office

If you are looking for a challenging opportunity, we would like to hear from you. Please apply with your resume highlighting your relevant experience to: [ccordero@zahoglobal.com](mailto:ccordero@zahoglobal.com)

Zaho Global Enterprises LLC is a drug-free workplace and an equal opportunity employer committed to diversity and inclusion. We prohibit discrimination and harassment based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.