

Millwork Drafter / CNC Programmer / Material Takeoff Specialist

ZAHO GLOBAL

FULL-TIME, PERMANENT

ORLANDO, FLORIDA

ON-SITE

POSITION SUMMARY

ZAHO Global is seeking an experienced Architectural Millwork Drafter / CNC Programmer / Material Takeoff Specialist to support our custom commercial millwork operations. This position develops accurate shop and production drawings, completes material takeoffs, and prepares manufacturing information for highly customized, project-specific architectural millwork. The role also supports CNC programming, cut-list development, and production planning.

This is a fast-paced, team-oriented position for someone who is organized, responsive, and able to manage multiple active projects, revisions, and production deadlines while maintaining accuracy.

RESPONSIBILITIES

- Prepare detailed architectural millwork shop drawings and production drawings.
- Perform material takeoffs from architectural plans, elevations, specifications, and millwork drawings.
- Quantify sheet goods, veneers, laminates, hardwoods, solid surfaces, hardware, glass, metal components, and related materials.
- Prepare bills of materials, procurement lists, cut lists, nesting layouts, and manufacturing documentation.
- Develop and maintain CNC programs for routers and woodworking machinery based on experience.
- Review project documents for scope completeness, constructability, and missing or conflicting information.
- Coordinate with project management, engineering, purchasing, and production teams.
- Maintain drawing revisions and organized production documentation.
- Translate design intent and field information into accurate, buildable production details.

REQUIRED EXPERIENCE

- 5+ years of architectural millwork drafting or production engineering experience.
- Experience with custom commercial architectural millwork, specialty fixtures, or project-specific fabrication.
- Strong AutoCAD skills and ability to read architectural and interior design drawings, specifications, elevations, and details.
- Strong understanding of commercial millwork materials, construction methods, hardware, and manufacturing workflows.
- Experience preparing accurate material takeoffs, bills of materials, cut lists, or CNC programs.
- Ability to manage changing priorities and meet production schedules without sacrificing accuracy.
- Strong communication, organization, and problem-solving skills.
- Ability to stand for long periods, bend, kneel, crouch, and lift materials as required.
- Successful completion of drug and background screening.

PREFERRED SOFTWARE EXPERIENCE

AutoCAD | Cabinet Vision | Microvellum | AlphaCAM | Mozaik | Bluebeam | Microsoft Excel

TO APPLY: Submit a resume and examples of relevant architectural millwork shop drawings, production drawings, material takeoffs, or CNC programming work to: 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.