

JOB TITLE Architectural Draftsman

POSITION REPORTS TO: Technical Design Executive



Company Overview:

Nordic Homeworx is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialize in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

JOB PURPOSE SUMMARY:

The Architectural Draftsman at Nordic Homeworx plays a critical role in transforming design concepts into precise technical documentation that supports the successful execution of high-end wood flooring projects. This role involves creating detailed layouts, generating Bills of Quantities (BOQs), conducting site visits, and preparing complete installation file sets. Through close collaboration with technical and project teams, the Draftsman ensures that all plans are accurate, executable, and aligned with client expectations and site realities.

Key Responsibilities

Layout Creation

- Produce accurate and detailed AutoCAD layouts and specifications based on project requirements
- Ensure all drawings align with design intent, technical feasibility, and site conditions

Bill of Quantities (BOQ)

- Generate comprehensive BOQs outlining materials, quantities, and resources for each project
- Coordinate with technical and procurement teams to validate quantities

Site Surveying & Visits

- Conduct on-site surveys and measurements to collect essential data for planning and execution
- Identify and report site discrepancies that may impact technical delivery or installation

Technical Validation & Installation File Preparation

- Confirm that drawings are technically executable and feasible for flooring installation
Prepare and submit full technical documentation sets required for project handover

Collaboration & Estimation

- Work closely with the Head of Technical and other departments to provide accurate installation time estimates
- Suggest technical solutions and improvements when discrepancies arise

Progress Reporting & SOP Maintenance

- Provide regular updates to the Technical Design Executive on task progress, site issues, and resolutions
- Contribute to the ongoing development and refinement of drafting SOPs

KEY SUCCESS MEASURES FOR THIS ROLE

1. **Technical Accuracy:** Precision and clarity in layouts and BOQs to support flawless execution
2. **Wastage Control:** Effective planning to minimize material wastage and optimize resource use
3. **Drafting Efficiency:** High-quality outputs delivered on time, with minimal revisions required

EXPERIENCE & REQUIREMENTS

- Diploma or Degree in Architecture, Civil Engineering, or Interior Design
- Minimum 1 year of UAE-based experience in drafting or related technical field
- Advanced proficiency in AutoCAD and MS Office; experience with MS Projects is a plus.
- Expertise in site surveying and precise measurement techniques
- Excellent communication and interpersonal skills
- Strong client service orientation and a proactive, solution-driven mindset
- Highly organized with strong attention to detail and follow-through
- Capable of working independently while contributing to a team environment
- Fluent in English (written and spoken); Arabic is a plus
- Valid UAE driver's license is an advantage
- Knowledge of current construction and fit-out trends is preferred

As a Draftsman at Nordic Homeworx, you will be a key contributor to the successful execution of wood flooring projects by providing accurate and detailed technical documentation and supporting the company's commitment to excellence.