



Intermediate Level CAD Drafter

BHC Consultants is a consulting engineering, planning, and building code and construction compliance firm with offices in Seattle, Tacoma, and Bellingham, Washington. We are currently seeking a CAD Operator to join our Seattle office. BHC is a growing firm with a significant backlog of consulting services contracts for cities, counties, and special purpose districts in Western Washington. We are proud to be an employee-owned and managed consulting firm committed to the development and retention of our employees within a positive, collaborative, and challenging work environment.

Position Type and Hours:

This is a permanent, intermediate level, part-time to full time position. We offer flexible hours, that will be determined when you join our team.

Type of work:

Position provides cad support for Civil, Structural, Mechanical and Electrical projects.

Required Qualifications:

- Completion of AutoCAD formal training
- Minimum 2-3 years of AutoCAD experience
- Solid understanding of drafting techniques and AutoCAD software
- Knowledge of office software including Excel, Word, Bluebeam, and Outlook
- Experience with Civil 3D is a plus

Skills

- Ability to work and communicate effectively in a team environment
- Strong organizational, communication, and documentation skills
- Follow directions, complete tasks correctly, adapt quickly to change, and meet deadlines
- Ability to multi task and work on several types of projects
- Good verbal and written communication skills
- Attention to detail and generate quality work products

We Offer:

- Generous Total Cash Compensation
- 100% company paid Orca transportation pass
- 100% company paid employee Health, Life, and Disability insurance
- 60% company paid dependent Health Insurance
- 50% company paid dependent Dental Insurance
- Health Savings Account and Flexible Spending Account options to maximize tax savings
- Flexible schedules
- Reimbursement for professional registrations and renewals
- Paid memberships in professional organizations
- Paid time off (sick, vacation, holidays)
- 401(k) retirement plan with company matching contribution
- Ownership opportunity

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit, and business need.

To apply for this position, please email your letter of interest and resume to: comejoinus@bhccconsultants.com