**Job Advertisement

FabricAir is looking for an Employee for our Production Preparation department. If you fulfill the below requirements, FabricAir look forward to receive your written application in English - our corporate language.**

**JOB DESCRIPTION**

**Position: Production Preparation Assistant**

**Required Skills/Experience:**

* Trained user of AutoCAD or Autodesk Inventor
* Ability to read construction plans and schematics
* Critical thinking, problem solving skills
* Must be a high-energy, self-starter with a strong work ethic
* Most be able to communicate in English
* Strong customer service focus
* Must have positive attitude and be a team player
* Practical experience with construction will be considered as a plus

**Responsibilities:**

The below assignments will form the primary part of a normal working day:

* Produce and distribute orders and shipping/delivery confirmations
* Preparing instruction drawings for production on basis of approved drawings from sales department
* Update ERP system to make sure, that the correct amounts of material are reserved
* Check markers for the cutter and optimize material utilization
* Optimize instructions to ease production
* Configuring orders in the company’s configurator
* Collect and implement needed information to complete instruction drawings
* Answering phone calls and emails from other group companies
* Making patterns for cutters and unfolding 3D shapes to 2D
* Other supportive tasks as related to production and cutting

 **What we offer**

 We offer a job in an international environment with colleagues in many countries.

The position is full-time with a competitive salary and space to grow and learn new things. The workplace is in newly furnished facilities in Alytus, Lithuania. We use up-to-date software and IT equipment.

**About our company**

UAB FabricAir is a subsidiary of FabricAir A/S, Denmark. The company makes products in the area of air distributing- FabricAir Ducting being the most well known. All products are manufactured at the factory in Alytus. FabricAir has more than 120 employees and sales companies located in Turkey, USA, United Kingdom, Norway, and Germany.

**Additional Information**

**Language required**: English

**Type:** Full-time
**Experience:** 0-10 years
**Educational level:** Technician or similar level

**Location:** Alytus, Lithuania

If you fulfill these requirements, please send your application and CV for this position on e-mail to:

**Company:** UAB FabricAir

**Contact :** Lars Jakobsen

**E-mail:** lj@fabricair.com

**Address:** Pramonės g.31, 62175 Alytus

**Telephone:** +370 315 78723