



**RIDALCO Industries Inc.**

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**CAD Technician/Project Coordinator**

Job Type: Full-time  
Hours: Monday – Friday, 38.5 - 40 hrs/week  
Unionized: No  
Wage: Depending on experience

Ridalco Industries Inc., a 70+ year old, Ottawa, Ontario based manufacturer of precision metal products, is looking for a CAD Technician/Project Coordinator to join our team.

The ideal candidate will have 3-5 years experience working with CAD software for sheet metal applications. He or she must be extremely organized with the ability to effectively multitask and must be able and willing to learn on an ongoing basis. Experience in Estimating, Purchasing, Quality Assurance, and/or Inventory Management would be considered an asset.

Responsibilities include:

- Preparing ISO view drawings for customer review and approval
- Preparing layouts and material cutting lists for fabrication
- Working with customers on custom designs
- Working with Estimators to determine pricing based on customer designs
- Assisting Estimators as required
- Following items through production line to ensure quality and accuracy
- Ensuring items are moving through shop efficiently and on schedule
- On-site measurements as required
- Checking and maintaining material inventory levels
- Preparing list of required materials for purchasing
- Assisting with purchasing material and inventory items as required

Please submit your resume by fax or e-mail in .doc, .docx, or .pdf format to:

Scott Hunnisett  
[hr@ridalco.com](mailto:hr@ridalco.com)  
f: (613) 745-6452

We would like to thank all applicants for their interest, but only those selected for an interview will be contacted.