

**Notice of Position Opening
External/Internal
Full Time**

Title: AutoCad Operator
Posting Number: S_52
Posting Date: September 24, 2025
Reporting to: Engineering Manager
Grade Level N9

Application will be accepted up to October 5, 2025

Firestone Liberia (FSLB) is looking for an AutoCad Operator whose job responsibility will be to create AutoCad Technical Drawings, Graphics Renditions and prepare Construction BOQs.

Main responsibilities but not limited to:

- Responsible for all construction, mechanical and other design AutoCad drawings for FSLB.
- Supporting supervisor in managing the day-to-day business of the General Engineering Section.
- Supervising Draftsmen within the Engineering Department.
- Providing the most comprehensive and accurate construction document feasible in the time allocated.
- Creating Bills of Quantities and produce cost estimates for construction works.
- Working in a Team environment and assisting other sections of the Build Organization.
- Producing 3-D Graphic renditions of buildings/projects, etc.
- Preparing Civil Construction documents in keeping with the company's design philosophy to provide FSLB a set of documents that will allow successful bidder to construct the project efficiently with minimum changes.
- Carrying out assessment/cost estimate (BOQ) for renovation or repair works.
- Supervising repair, renovation, and construction work when required.
- Enforcing all FSLB Health and Safety Regulations.

Minimum Qualifications: Education, Experience, Knowledge, Skills and Abilities

- Associate Architectural Degree
- 5 years' work experience in AutoCad and Graphic Design
- Excellent computer, problem solving and multitasking skills
- Positive attitude, strong work ethics, team player, good written, and verbal communication

Working Conditions:


Work indoor and in the field.

**Send resume to:
Human Resources Department
Firestone Liberia, LLC.**

or

FSLBHR@bfusa.com

Please reference this posting number on all documents: S_52



09/24/25