

*Position:* **Administrative Assistant**

*Job Description:*

Providing vital support to organizational executives by effectively managing a range of administrative responsibilities. These duties encompass tasks such as data entry, correspondence management, establishment and upkeep of filing systems, as well as scheduling appointments and meetings.

*Qualifications:*

- A bachelor's degree in a relevant field
  - Exceptional communication skills in a professional setting
  - Proficiency in utilizing office management software
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*Position:* **Junior Architect**

*Job Description:* Planning & Designing

*Qualifications:* B.Arch

*Experience:* 0 to 4 years

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*Position:* **Architecture Assistant / 3D visualizer**


*Job Description:*

Preparing Working Drawing, Planning & Designing, Exterior 3d & Interior 3d

*Qualifications:* Diploma, Bachelor Degree, 3D visualization

*Experience:* 1+ years

Attach your resume and portfolio along with the application form and Send it via email and Whatsapp in following ID

 +91-9847900882  
whatsapp

 team.alterinfra@gmail.com

 www.alterinfra.com

## Job Application Form

**Date of Application**

**Position**

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Resent  
Photograph of  
the Applicant

### Personal Information

Full Name		DoB	
Address			
Phone	Email		Marital Status
Language proficiency & Communication skill	ENGLISH:	Elementary Proficiency <input type="checkbox"/> Limited Working Proficiency <input type="checkbox"/>	Professional Working Proficiency <input type="checkbox"/> Full Professional Proficiency <input type="checkbox"/>

### Educational Background

Degree / Course	University / Institute	Year of Passing	Percentage/ CGPA

### Employment History

Company	Position	Year	Reason for Leaving

### Skills & Training

Skill & Training Achievement(s)	Level	Year	Institute

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