



# Training & Placement Cell

## Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date - April 29, 2022

### NOTICE

Subject: Job Opportunity at Altis Industries Limited, Pithampur for B. A. / B. Com / BBA. Students.



Altis Industries Pvt. Ltd.  
(an ISO 9001:2015 certified company)

Altis Industries is a leading turnkey solutions supplier in Central India and has a versatile experience in designing, manufacturing, and commissioning of PRE-ENGINEERED STEEL BUILDINGS (PEB), WEIGH BRIDGE STRUCTURES and STEEL ENCLOSURES. Since its inception in 2010, team Altis is innovatively assisting its clients to meet their structural steel requirements. With an experienced team and a comprehensive range of products at our disposal, we try to meet all client's expectations, regardless of the size or complexity of the project.

- Spread over 3,00,000 sq. ft. in Pithampur, Dhar with a production capacity of 40,000 mt/annum.
- Strict adherence to ISO 9001:2015 standards.
- Eco friendly and cost-effective products.

**Job Position - Admin Executive**

**Qualification - B. A / B. Com / BBA**

**Job Location - Pithampur**

**Job Profile -**

- 1] Admin & Estate Maintenance: a) Housekeeping thru. Peons b) Stationary Arrangements c) Any civil / repairing works and routine maintenance work/ AMCs d) Co. Vehicle Monitoring.
- 2] Front Office Supervision: a) Availability of capable person at reception b) Ticket Bookings (Travel & Stay).
- 3] Security: Supervision of Guards and registers.
- 4] Local Purchases: Required items purchase & procurement thru the team.
- 5] Team Management: Effective supervision, performance reviews.
- 6] Process Mgt.: System & procedure for effective working and standards.
- 7] Regular monitoring regarding safety equipment in shop floor and give day to day report to seniors.
- 8] Scrap filtration and sale in high value.

Those who are interested and fulfilling above mentioned job profile are requested to please submit copy of CV with T & P Cell by **30/04/2022** positively or send at **[tpo@aku.ac.in](mailto:tpo@aku.ac.in)**

Copy to:

- Vice –Chancellor
- Pro-Vice Chancellor
- Registrar
- Group Director – Placement
- Concerned Principal/s
- To be displayed on Concerned Notice Board

**ANIL MISHRA**  
( Training & Placement Officer )  
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