



Nextreme Techno Solutions is looking for fresh and dynamic engineering graduates who aspire to build a rewarding career in the field of **Electrical Engineering**. If you're passionate about learning, eager to take on challenges, and ready to grow with us, we invite you to apply.

Job Location: DHA Phase 08 Lahore

Key Responsibilities:

1. Gather and analyze technical information to support sales proposals.
2. Prepare technical documentation such as specifications, drawings, and reports.
3. Assist senior engineers in day-to-day technical and sales activities.
4. Support product selection based on customer requirements.
5. Collaborate with team members to troubleshoot and resolve technical issues.
6. Coordinate with internal departments to ensure proposal accuracy and timely delivery.
7. Stay updated on industry trends, products, and technologies.
8. Maintain documentation and records as required.
9. Adhere to company safety and quality standards.

Requirements:

Education: Bachelor's degree in Engineering (**Electrical, Electronics**).

Experience: Fresh graduates to 1 year of experience.

Skills & Competencies:

Strong communication and interpersonal skills.

Proficient in Microsoft Office (Word, Excel, PowerPoint).

Team-oriented with attention to detail.

Basic understanding of engineering principles and practices.