

Drawing & Documentation-Executive

Job ID
REQ-10023947
Sep 27, 2024
India

Summary

EngineerExecute engineering activities (design, implementation, maintenance, etc.) within technical area of expertise by using reliable and cost effective technical solutions, ensuring technical quality to enable the overall site / project objectives.Maintenance Technician IIResponsible for execution of maintenance And calibration activities and commissioning activities for projects at site level.Process Engineer Supervise plant engineering team providing technical assistance to the function and ensuring that the best possible maintenance, repair and/or modifications are undergoneOther positions Execute for design, execution and hand-over projects within cost, time schedule, quality and functionality withintechnical area of responsibility.

About the Role

Position Title: Drawing & Documentation - Executive

Location – Hyderabad

About the Role:

Responsible for establishing and managing the scope, design drawings, schedule, focusing on drawing & documentation of various Capital Projects, ensuring that all company regulations and procedures are followed.

Key Responsibilities:

- Prepare the Project proposals, detailed drawings and specifications for assigned projects using AutoCAD & other tools and Novartis Standards.
- Prepare technical drawings and plans for building and manufacturing by using computer-aided design and drafting (CAD or CADD) software programs. Layout captured on Revit software
- Should coordinate with builders to establish requirements and understand design concepts. When deficiencies occur, CAD engineer revise designs to eliminate problems.
- Should be able to visually communicate concepts, draw well and be very detailed
- Should have knowledge on developing 2D or 3 D drawings
- Managing project stage documentation during construction phase
- 3-D orientation of the facility (Virtual image of the facility)
- Equipment integration & orientation (based on GA Drawings provided)

- Ensuring the online documentation during project execution & archival of all project related documents as per the procedure
- Co-ordinate the drawing & documentation activities of outside consultants and contractors in the execution of design and construction work.
- Performs all work in accordance with all established regulatory and compliance and safety requirements.
- Perform other related duties as required.
- Prepare Building Information Model (BIM) as a 3-D model to capture the MEP engineering services.

Role Requirements:

Essential Requirements:

- Minimum 5 years' of experience in any type of in construction or Healthcare industries
- Hands-on experience with AutoCAD – 2 D, 3 D, CMMS material handling and documentation is required
- Hands –on experience with recent version Project management tools like Revit models & other soft wares
- Strong interpersonal and communication skills.
- Strong organizational skills
- Fluent in Microsoft Project, Word, Excel, AutoCAD

Desirable Requirements:

- A Bachelor's degree in Engineering in stream like Mechanical/Chemical/Industrial with 6-8 years of experience.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

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Division

Operations

Business Unit

Innovative Medicines

Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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