

# E&I Engineer

Job ID  
REQ-10034299  
Jan 15, 2025  
Singapore

## Summary

As a E&I engineer, you will be accountable to ensure that the maintenance of calibration on all equipment adheres to the calibration and maintenance program. You are responsible to ensure that the maintenance activities are performed in accordance to current SOP and regulatory requirement, liaise with stakeholder and provide sound solutions to issues. You are also expected to demonstrate leadership qualities, independent, have critical thinking skills, science based and to ensure maintenance activities are sustainable, cost effective and correctly meets regulation requirements.

## About the Role

### Key Responsibilities:

- Creation and updating of calibration and maintenance programs for manufacturing and laboratory equipment.
- Lead a team of technician, attends to equipment breakdown during office and off office hours.
- Review and ensure timely closure of work orders in compliant to cGMP requirements.
- Owns deviations, change control and project deliverables.
- Compile and monitor maintenance cost and budget.
- Participate in the planning and scheduling of maintenance activities according to production schedule and ensure timely closure of work orders.
- Identify opportunities to learn new skills and actively participate in development that will improve overall team efficiency and maintenance cost.

### Essential Requirements:

- Minimum Diploma in Engineering or Sciences with a 5 years working experience relevant to maintenance.
- Experience in laboratory analytical equipment maintenance (UPLC, osmometer, TOC etc...) or process instrumentation devices and electrical devices up to AC415V.
- Competently perform complex troubleshooting, propose viable resolution supported by strong data, science and technical fundamentals.
- Experience in laboratory analytical devices and/or pharmaceutical operations will be an advantage.

### Desirable Requirements:

- Team player with an attitude to learn, explore and go beyond comfort zones.
- Strong sense of accountability and ownership of assigned responsibilities, constructive way of working, and solution orientated.

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Division

Operations

Business Unit

Innovative Medicines

Location

Singapore

Site

Tuas South Avenue

Company / Legal Entity

SG12 (FCRS = SG012) Novartis Singapore Pharmaceutical Manufacturing Pte Ltd

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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