

## E&I Technician

Job ID  
REQ-10034300

3月 13, 2025

Singapore

### 摘要

As a E&I technician, you will be accountable to ensure that the maintenance of calibration on all equipment adheres to the calibration and maintenance programs. You are responsible to ensure the execute assigned work order and task effectively with clear documentation and closed in a timely manner. You expected to be independent, resourceful, innovative and submit initiatives for improvement 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
- Attends to equipment breakdown during office and off office hours.

- Execute assigned task, project deliverables and timely closure of work order with clear documentation in accordance to cGMP requirements.
- Liaise with 3rd party suppliers for maintenance activities, including creation of purchase orders, scheduling and escorting of suppliers for on-site maintenance work.
- Participate in the planning and scheduling of maintenance activities according to production schedule
- Identify opportunities to learn new skills and actively participate in development that will improve overall team efficiency and maintenance cost.

#### Essential Requirements:

- Minimum technical education in Engineering or Sciences with 2 years related working experience to maintenance.
- Fresh graduates will be considered.
- Experience in process instrumentation devices and electrical devices up to AC415V.
- Competently performs 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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部门  
Operations

Business Unit  
Innovative Medicines

地点  
Singapore

站点  
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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