

## Electrical & Instrumentation Engineering - Executive

Job ID  
REQ-10044886

3月 23, 2025

India

### 摘要

#### Job Description Summary

To manage the Projects Electrical, Instrumentation & Extra low voltage Packages delivery including design. Responsible for handling multiple projects in Electrical, Instrumentation & Extra low voltage services considering end to end management. Will be responsible for organizing, budgeting, scheduling, implementing & monitoring the performance of project as per required timelines.

### About the Role

#### Key Responsibilities:

- Participate in finalizing Basic and Detailed Engineering concepts (Electrical/ Instrumentation/ Extra low voltage- LAN /Telephone / CCTV / Access Control, Firefighting system & other fields, as applicable).
- Review/ Approve Electrical /Instrumentation/ Extra low voltage package services drawings &

documents supplied by the consulting firm.

- Ensure Installation/ Execution of Electrical, Instrumentation & Extra low voltage package services inline to GMP, GEP, ISPE & other applicable standards as applicable.
- Perform in - depth review of the project to schedule work and estimate costs.
- Oversee all onsite and offsite Electrical & Instrumentation services to monitor compliance with building and safety laws. Perform due diligence for identifying latest Installation trends, material, quality, reliability, cost etc.
- Prepare drawing and documents required for Electrical statutory approvals, as applicable
- Responsible for the safe, efficient and continuous operation and maintenance of all generators, transformers, switchgear, controllers, circuit breakers, PLC ' s, motor control centres, motors, conduit and transmission equipment (and any other associated equipment) and all other assigned control systems
- Conduct, minute weekly project coordination meetings with all the consultants, contractors. Mediate any conflicts that are arise with various contractors and consultants .
- Participate in resolving any technical hurdles during project executions with the help of consultants
- Ensure that Installation activities move according to predetermined schedule.
- Communicate effectively with the contractors responsible for completing different phases of the project.
- Co-ordinate the efforts of all parties involved in the project, which include the consultants, contractors, sub-contractors and labourers ' .
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict alignment to the budgetary guidelines, quality and safety Participate in finalizing Basic and Detailed Engineering concepts (Electrical/ Instrumentation/ Extra low voltage- LAN /Telephone / CCTV / Access Control, Firefighting system & other fields, as applicable).
- Review/ Approve Electrical /Instrumentation/ Extra low voltage package services drawings & documents supplied by the consulting firm.
- Ensure Installation/ Execution of Electrical, Instrumentation & Extra low voltage package services inline to GMP, GEP, ISPE & other applicable standards as applicable.
- Perform in - depth review of the project to schedule work and estimate costs.
- Oversee all onsite and offsite Electrical & Instrumentation services to monitor compliance with building and safety laws. Perform due diligence for identifying latest Installation trends, material, quality, reliability, cost etc.
- Prepare drawing and documents required for Electrical statutory approvals, as applicable
- Responsible for the safe, efficient and continuous operation and maintenance of all generators, transformers, switchgear, controllers, circuit breakers, PLC ' s, motor control centres, motors, conduit and transmission equipment (and any other associated equipment) and all other assigned control systems

#### Essential Requirements:

- BE with Electrical or Electronics, combined combination of education and experience with 8 - 10 years of experience in Pharmaceutical/ Chemical/ FMCG Industry.
- Deep understanding of Project, Maintenance, Operation & trouble shooting of Electrical /Instrumentation Package which includes HT/ LT systems / DG Sets/ Transformers/ Lighting/

BMS/ Electrical switch yard, PLC ' s / Firefighting systems/ CCTV/ Access control/ Telephone / LAN / Instrumentation controls within pharmaceutical Formulation facility

- Ability to demonstrate knowledge and understanding of Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP) and other regulatory regulations regarding facility operations
- Good Knowledge of Project management like - Project planning, Cost Management, Time Management, Construction management, Quality Management, Contract Administration, Safety Management & required Statutory approvals management.
- Experience of financial/budgetary processes and vendor management
- Ability to develop and maintain partnerships with internal as well as external organizations to achieve goals
- Ability to communicate and influence senior country level partners, both written and verbally
- Proven ability to solve complex problems with an analytical mind-set
- Proven success of working in a collaborative environment and an ability to excel in multi-functional teams with multiple stakeholders
- Proven resilience and strong leadership skills to motivate change

#### Desirable Requirements:

- Pharma industry experience will be added advantage

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Business Unit  
Innovative Medicines

地点  
India

站点  
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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