

# Trainee Engineer

Job ID  
REQ-10043822  
Mar 13, 2025  
India

## Summary

Participate as a Trainee Engineer in NOCC Engineering team at Novartis Hyderabad.

Responsible for the operational support to business functions in managing contractors and external services as well represent an interface between internal community and external partners. To be acted as a single point of contact for all in accordance with legislation, internal regulations, good practices and business objectives via NOCC Engineering project team.

Additionally, this role is crucial to have some knowledge to perform conceptual, basic and detail engineering design for various facilities like Pharma, Biotech & Chemical operation facility, Aseptic facility, Solids and Packaging facility and in compliance with local as well as international regulations.

## About the Role

### Major accountabilities:

- In depth knowledge of Engineering subjects, ability to use systems and tools (e.g., MS office, Excel, etc.) for documentation and reporting.
- Participate in the review meetings with users, cross functional team and external vendors. Also contribute to review process improvements and provide the innovative solutions to process issues.
- Contribute in the preparation of project assignments, timely compilation of tender documents, technical bid analysis, preparation of technical solutions within the legal framework, internal quality and HSE requirements. Perform other tasks as assigned by the supervisor, and tasks based on a specific appointment.
- Creating purchase orders and ordering equipment in SAP/ESHOP.
- Care and maintenance of electronic databases (SharePoint).
- Responsibility for ensuring the consistency and quality of procedures and documentation. SPOC to the external service provider regarding operational processes related to external employees (announcements of new employees, assuming new roles, replacements, etc.).
- Providing support to the Training & Learning organization in defining the training that will help the external associates to obtain their qualifications.
- Management and review of training roles for all external colleagues in the field of work and regular monitoring of the education of external colleagues and ensuring the consistency of training.
- Ensuring that updated production documents are sent to relevant external colleagues for the purpose of education (reading and understanding) and transferring knowledge to colleagues and, if necessary, conducting training (OJT) for relevant colleagues. Support for ensuring the implementation of external services according to defined KPIs.
- Collaborate with internal users and relevant line functions to bring the common understanding on the scope of the work with an emphasis on GMP, Safety and cost optimization. Work in conjunction with the

relevant line functions to complete the project deliverables in time and in full.

### **Work Experience:**

- 0-1 yr in relevant role
- Knowledge of Microsoft Office
- Knowledge of SAP recommended
- Financial knowledge
- Good communication (English) both spoken and written

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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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[diversityandincl.india@novartis.com](mailto: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.

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