

Civil Architecture Structure - Project Coordinator

Job ID
REQ-10044849
Mar 20, 2025
India

Summary

Responsibilities include Planning, Scheduling, Coordinating designing, drawing & documentation, budgetary quotations, stakeholder and external consultant engagements, project coordination, and execution support on pharma manufacturing, Real Estate projects for users, applying knowledge of Architectural, MEP, ELV – IT/AV design, construction detailing, construction specifications, regulatory building codes & byelaws, and building materials and systems.

About the Role

Key Responsibilities:

- Share knowledge about core competencies with other team members and maintain Novartis quality standards in all works executed.
- Develop new skills and upgrade to have better capability to take up new tasks for projects
- Project coordination, Design Coordination, Stakeholder communications, budget alignment, Tender Support, TBA/CBA , Vendor management
- Create / maintain / verify Arch/ MEP projects documents (protocols, drawings, lists, schedules, diagrams, layouts, calculations, datasheets.)
- Produce Design plans, schedule and project documents. Prepare coordinated layout of projects; coordinate and integrate engineering disciplines into unified design for client review and approval.
- Knowledge in reviewing drawings, schedules and specification documents for Conceptual Design Phase, Schematic Design Phase, and/or the Detailed Design Phase of any project.
- Work in tandem with highly collaborative multi-discipline design teams.
- Create Tender package, bill of quantities, tender bid analysis, commercial offer analysis.
- Research and application of new materials, technologies and products for sustainable project execution.
- Knowledge of Sustainable design and measures, green building, and LEED certification. Oversee onsite and offsite constructions to monitor compliance with building and safety regulations. Perform due diligence for identifying latest construction trends, material, quality, reliability, cost etc.

Essential Requirements:

- 7+ years of experience in Planning, design and administer building projects for clients, applying knowledge of Architectural/ MEP design, construction detailing, construction procedures, zoning and building codes, and building materials and systems.
- Significant experience of working on large scale and complex projects with developing necessary skills like- Project planning, Project coordination, Time Management & approvals management.
- Experience of vendor management
- Ability to develop and maintain partnerships with internal as well as external teams & organizations to

achieve goals 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 cross-functional teams with multiple stakeholders
- Proven resilience and leadership skills to drive change
- Revit and BIM experience

Desirable Requirements:

- B Tech/M Tech/B E/M E / B Arch / M Arch

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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

[Apply to Job](#)

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.

Job ID
REQ-10044849

Civil Architecture Structure - Project Coordinator

[Apply to Job](#)

Source URL: <https://prod1.novartis.com/careers/career-search/job/details/req-10044849-civil-architecture-structure-project-coordinator>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Civil-Architecture-Structure---Project-Coordinator_REQ-10044849
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Civil-Architecture-Structure---Project-Coordinator_REQ-10044849