

# Automation Coordinator

Job ID  
REQ-10016328  
Apr 29, 2025  
Belgium

## Summary

#LI-Hybrid

We are seeking an experienced Automation Coördinator to execute engineering activities by using reliable and cost effective technical solutions ensuring technical quality to enable the overall site.

If you're ready to take on this exciting opportunity and make a meaningful impact, apply now to join our dynamic team as our Automation Coördinator.

## About the Role

### Key Responsibilities:

- Lead or contribute to equipment, utility, facility improvement projects related to automation (e.g. energy efficiency, productivity, environmental compliance, maintenance) and develop project cost estimation and value improvement review and identify technical solutions
- Coach, motivate and develop team members and support building organizational culture
- Support internal and external audits
- Prepare and identify tools, spare parts, get permits and execute workorders etc. for maintenance on automation equipment and flows, per method statement / procedure
- Supervise Subject Matter Experts (SME) and update SAP after preventive and corrective work.
- Implement preventive maintenance plan in shutdown intervals according to the schedule maintenance plan and planned corrective repairs to equipment problems
- Participate in reliability reviews of new projects and execute and follow up any infrastructure/civil work task in the production plant
- Collaborate closely with the automation project teams (internal as external), making sure that knowledge is shared and internalised. Ensure that the mandatory project documents are transferred after handovers.
- Optimize together with the project automation manager the possibility to rotate the automation engineers between operational and project.
- Guard that proven automated standards are being implemented and maintained (reduce customization and implement simplification).
- Establish a support model to provide assistance beyond the standard office hours
- Financial responsibility of operational part of the Automation department, setup SLA's and support in feedback needed in Project optimisations.

### Essential Requirements:

- Degree in Engineering (Dipl. Ing. / M. Sc. / B. Sc.) or equivalent.
- Minimum 5 years of experience in pharmaceutical or in comparable business
- Proven ability to solve software/automation issues and maintain reliable operation of all building control/automation and related systems while adhering to and supporting global standards.
- Experience in Analytical Methodology
- Good communication skills and team player
- Proficient in English and Dutch

#### **Desirable Requirements:**

- Experience in the pharmaceutical industry is preferred, ideally in engineering or operations roles.
- Comprehensive understanding of GxP, HSE, and Quality Systems.

#### **Why Novartis:**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here:

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

#### **Commitment to Diversity and Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

#### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about

Novartis and our career opportunities, join the Novartis Network here:

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

**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

Belgium  
Site  
Puurs  
Company / Legal Entity  
BE13 (FCRS = BE013) Novartis Manufacturing nv  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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