

# Electrical & Instrumentation Engineering - Senior Executive

Job ID

REQ-10044884

Mar 23, 2025

India

## Summary

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

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