

# Project Coordinator - Senior Executive

Job ID

REQ-10046752

Apr 24, 2025

India

## Summary

To support the coordination of design projects by assisting cross-functional teams in managing project timelines and ensuring compliance with industry standards and regulatory requirements. The role involves assisting in planning project deliverables, facilitating communication among stakeholders, addressing operational risks, and supporting resource allocation. By maintaining accurate documentation and providing periodic updates to leadership

## About the Role

### Key Responsibilities:

- Develop a comprehensive project scope statement, deliverable list, man-hour estimates, and cost estimates for design projects.
- Lead the preparation and delivery of the kick-off meeting presentation, ensuring alignment with project objectives and scope.
- Prepare and manage project management documents such as the project charter, PSS, PMP, risk register, and organization chart.
- Help outline project scope, objectives, and deliverables to ensure alignment with project goals.
- Support the creation of detailed project plans and timelines for design and construction phases, ensuring timely completion and adherence to deadlines.
- Coordinate with vendors and contractors in collaboration with the Purchasing team, assisting in issuing inquiries, conducting technical discussions, and collecting offers.
- Accurately calculate the total project cost, ensuring all aspects of design, construction, and regulatory compliance are accounted for.
- Ensure designs comply with pharmaceutical regulations (e.g., GMP, FDA, EMA) under supervision.
- Facilitate timely review and approval processes with internal and external stakeholders and cross-functional teams.
- Proactively identify and address risks related to design, cost, and regulatory compliance throughout the project lifecycle.
- Ensure that project documents, including design specifications, contracts, and compliance documentation, are accurately prepared and maintained.

### Essential Requirements:

- 8-12 years of pharmaceutical Green Field/ Brown Field project Experience.
- High level Understanding of Engineering like HVAC, Electrical, Civil & Automation
- Basic Layout understanding of Aseptic and Biologics facility with regulatory compliance
- Assist in ensuring CAPEX projects of are delivered on time and within budget, while meeting quality

standards.

- Support the completion of project reviews on schedule, ensuring that no critical observations arise.
- Contribute to the development of business cases for CAPEX projects, assisting in the approval process.
- Assist in providing timely and accurate progress reports to project managers and stakeholders.

#### **Desirable Requirement:**

- Candidate should be Engineering Degree with 8-10 years of experience.

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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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Please include the job requisition number in your message.

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