

# Mechanical Engineering - Executive

Job ID  
REQ-10015387  
Jul 19, 2024  
India

## Summary

To manage the Projects MEP Packages delivery including design. Responsible for handling multiple projects in Mechanical/ HVAC/ Clean room/ Clean & Black Utilities /Facility Qualifications/ Firefighting services considering end to end management. Will be responsible for organizing, budgeting, scheduling, executing & monitoring the performance of project as per required timelines.

## About the Role

### Mechanical Engineering - Senior Executive

**Location** - Hyderabad

#### About the Role:

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#### Key Responsibilities:

- Participate in finalizing Basic and Detailed Engineering concepts (Mechanical/ HVAC/ Modular Panel/ Utility/ Firefighting & other disciplines, as applicable).
- Review/Approve MEP services drawings & documents supplied by the consulting firm.
- Ensure Installation/ Execution of MEP package services inline to GMP, GEP, ISPE & other applicable standards as applicable.
- Perform in - depth review of the project to schedule deliverables and estimate costs.
- Oversee all onsite and offsite MEP services to monitor compliance with building and safety regulations. Perform due diligence for identifying latest Installation trends, material, quality, reliability, cost etc.
- Prepare drawing and documents required for statutory approvals, as applicable
- 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 various 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 adherence to the budgetary guidelines, quality and safety standards.
- Following & documenting the Project Change control management as per the agreed procedures
- Ensure project documents are complete.

**Essential Requirements:**

- Degree in Mechanical Engineering with 8 - 10 years of experience in Pharmaceutical/ Chemical/ FMCG Industry.
- Deep understanding of Project MEP services like Mechanical/Piping/HVAC/Clean room / Black & Clean Utility services within pharmaceutical Formulation facility.
- Good Knowledge of Project management like - Project planning, Cost Management, Time Management, Construction management, Quality Management, Contract Administration, Safety Management & required Statutory approvals management.

**Desirable Requirements:**

- Bachelor's degree in mechanical engineering.
- Good 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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