

# Drawing & Documentation-Executive

Job ID  
REQ-10023947  
Sep 27, 2024  
India

## Summary

EngineerExecute engineering activities (design, implementation, maintenance, etc.) within technical area of expertise by using reliable and cost effective technical solutions, ensuring technical quality to enable the overall site / project objectives.Maintenance Technician IIResponsible for execution of maintenance And calibration activities and commissioning activities for projects at site level.Process Engineer Supervise plant engineering team providing technical assistance to the function and ensuring that the best possible maintenance, repair and/or modifications are undergoneOther positions Execute for design, execution and hand-over projects within cost, time schedule, quality and functionality withintechnical area of responsibility.

## About the Role

**Position Title: Drawing & Documentation - Executive**

**Location – Hyderabad**

## About the Role:

Responsible for establishing and managing the scope, design drawings, schedule, focusing on drawing & documentation of various Capital Projects, ensuring that all company regulations and procedures are followed.

## Key Responsibilities:

- Prepare the Project proposals, detailed drawings and specifications for assigned projects using AutoCAD & other tools and Novartis Standards.
- Prepare technical drawings and plans for building and manufacturing by using computer-aided design and drafting (CAD or CADD) software programs. Layout captured on Revit software
- Should coordinate with builders to establish requirements and understand design concepts. When deficiencies occur, CAD engineer revise designs to eliminate problems.
- Should be able to visually communicate concepts, draw well and be very detailed
- Should have knowledge on developing 2D or 3 D drawings
- Managing project stage documentation during construction phase
- 3-D orientation of the facility (Virtual image of the facility)
- Equipment integration & orientation (based on GA Drawings provided)

- Ensuring the online documentation during project execution & archival of all project related documents as per the procedure
- Co-ordinate the drawing & documentation activities of outside consultants and contractors in the execution of design and construction work.
- Performs all work in accordance with all established regulatory and compliance and safety requirements.
- Perform other related duties as required.
- Prepare Building Information Model (BIM) as a 3-D model to capture the MEP engineering services.

### **Role Requirements:**

### **Essential Requirements:**

- Minimum 5 years' of experience in any type of in construction or Healthcare industries
- Hands-on experience with AutoCAD – 2 D, 3 D, CMMS material handling and documentation is required
- Hands –on experience with recent version Project management tools like Revit models & other soft wares
- Strong interpersonal and communication skills.
- Strong organizational skills
- Fluent in Microsoft Project, Word, Excel, AutoCAD

### **Desirable Requirements:**

- A Bachelor's degree in Engineering in stream like Mechanical/Chemical/Industrial with 6-8 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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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](mailto: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.

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