

# CSA Architectural – Sr Executive

Job ID  
REQ-10033221  
Dec 11, 2024  
India

## Summary

Responsibilities include planning, design, drawing & documentation, and execution support on pharma manufacturing projects for users, applying knowledge of architectural design, Laboratory Planning, Construction Planning, construction detailing, construction specifications, regulatory building codes & byelaws, and building materials and systems.

## About the Role

Position Title : Structural & Architectural Sr Executive

Location – Hyderabad #LI Hybrid

About the Role:

To lead the Engineering Civil CAPEX projects delivery including design. Responsible for handling multiple projects in Civil construction considering end to end management of building & site infrastructure services and construction projects. Will be responsible for organizing, budgeting, scheduling, implementing & supervising the performance of project as per required timelines.

Key Responsibilities:

- Participate in finalizing Basic and Detailed Engineering concepts (Civil/Structural & other fields, as applicable). Review/Approve Civil/Structural/Building elevation drawings & documents supplied by the consulting firm and Ensure Quality construction standards and the use of proper construction techniques. Perform in – depth review of the project to schedule work and estimate costs. Supervise all onsite and offsite constructions to monitor compliance with building and safety laws. Perform due diligence for identifying latest construction trends, material, quality, reliability, cost etc.
- Prepare drawing and documents required for statutory approvals. Conduct, minute weekly project coordination meetings with all the consultants, contractors. Mediate any conflicts that are arise with various contractors and consultants and Participate in resolving any technical hurdles during project executions with the help of consultants
- Ensure that construction 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 architects, consultants, contractors, sub-contractors and laborer's'. Supervise 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 standards and Periodic inspection of construction sites. Ensure project documents are complete.

- Ensure compliance to all statutory requirements. Following & documenting the Project Change control management as per the agreed procedures and A Civil Project Engineer is expected to communicate the task in the best possible manner.

Lead and communicate the job expectations and deadlines well, so that there are no losses incurred due to miscommunication. An Engineer's task is not only to connect with his own team members but will also involve working in coordination with other teams to achieve the goal.

- Delivers Civil design inputs in any project timely and effectively. Ensure full compliance with regulatory requirements and first time quality – achievement of percentage objective. Achieve a high level of customer satisfaction from key customers within the country (e.g. based on annual customer satisfaction survey) in accordance with agreed SLA's. Delivery of high quality performance management processes for organization. Implement a positive culture which leads to service quality and partnership development to meet long-term growth objectives.
- Maintain full compliance for Novartis and specific Quality, HSE and BCM Standards and Timely resolution of organizational and operational issues in accordance with agreed SLA's. Verification and approval of contractor bills and tracking of payments. Engineer's duty to conduct follow-up meetings on a regular basis and ensure everybody is on track. Any slackness should be dealt with there and then, such that there is no delay in completion of the project. He is also expected to make project reports on a timely basis, thereby documenting the progress. Since the project Engineer is unlikely to handle only one project at a particular time, they should have the ability to multi-task. Associate should see to it that all the civil projects under his supervision are going on smoothly.
- Works as a member of a team to achieve all outcomes. Performs all work in accordance with all established regulatory and compliance and safety requirements and Identify bottlenecks activities and overcome them for smooth project activities. Track and implement the changes while not compromising project timelines. Select tools, materials and equipment and track inventory. Analyse, manage and mitigate risks ahead to prevent problems, delays etc and advanced knowledge of construction management processes, means and methods. Constructions material reconciliation, measurement / quantity finalization.

Commitment to Diversity & Inclusion: :

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

Role Requirements :

Essential Requirements:

- Bachelor's / Master's degree in Civil Engineering or equivalent
- 8 - 10 years of experience in Pharmaceutical/ Chemical/ FMCG Industry with deep understanding of Civil construction Projects, building services, Civil infrastructure, Building maintenance services within pharmaceutical Formulation & API facility.
- Hands-on experience of Project management like - Project planning, Cost Management, Time Management, Construction management, Quality Management, Contract Administration, Safety Management & required Statutory approvals management.
- Proficiency in English - other languages are an advantage with Sound digital literacy (MS office, MS project, SAP, PM-Tools)

**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>

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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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