

# Drawing & Documentation-Executive

Job ID  
REQ-10023947  
Sep 27, 2024  
India

## 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 resent version Project management tolls 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.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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## Role Requirements

**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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