

**I. SR EXECUTIVE– ENGINEERING – PROCESS MAINTENANCE –
10 POSITIONS**

Qualification Requirement: Bachelor of Engineering / Diploma Engineering in Electrical with 3-6 Years of Pharma industry STERILE PROCESS MAINTENANCE Experience

Budget – 6 -9 LPA

Job Description:

1. Process maintenance experience in Vial Filling lines and Ophthalmic Filling lines.
2. Up keeping of production, utility, microbiology, QC and packing equipment and work related to facility maintenance.
3. Preparing shift schedule for sub-ordinates and routine visit of plant machineries operation, submitting the work status to immediate superior for action along with work plan.
4. Attending breakdowns, breakdown analysis of equipment/ machinery and documentation as in their respective shifts.
5. Responsible for effective utilization of maintenance manpower and assigning the works.
6. Responsible for equipment qualification activities and related documentation.
7. Planning and execution of preventive/ planned maintenance and calibration as per the SOP schedules and related documentation (like equipment history, PM records and calibration records).
8. Involve in reduction of break down and optimize the equipment utilization.
9. Responsible to maintain QMS related documents like change controls, deviations, preventive maintenance, non-routine activities, safety permits, CAPA, risk assessments and protocols, etc.,
10. Responsible for inventory management of equipment/ machinery and facility fixtures in advance, inspection of material procured.
11. Coordination with external vendors/ contractors & carry out the activity as per AMC/ agreement.
12. Good verbal and writing skills are required.

II. EXECUTIVE – ENGINEERING - UTILITY – 15 POSITION

Qualification Requirement: Bachelor of Engineering / Diploma in Engineering in Electrical with 2-4 Plus Years of Pharma industry Utility Experience

CTC Range: 5-6L/ Annum

Job Description:

1. Over all maintaining of Utility equipment's and Building maintenance in the shift.
2. Supporting production engineering.
3. Preparing Shift Schedule for sub-ordinates, routine visit of plant machineries operation, submitting the work status to HOD for action along with work plan.
4. Control and allotting jobs to Jr. Executive /Technicians and documentation of Equipment's and facility.
5. Planning and execution of Preventive/Planned Maintenance as per the SOP schedule and documentation.
6. Reduction of Break down and optimize the equipment utilization.
7. Scheduling, planning and execution of Instrument calibration and thermal mapping of equipment's by coordinating with external agency.
8. Responsible to maintain Quality related documents like Change controls, Deviations, Preventive Maintenance, Non routine activities, safety permits, CAPA etc.,
9. Maintenance & Trouble shooting of utility equipment's /machinery.
10. Maintenance of Electrical distribution and compliance.
11. Responsible for Project Planning, Procurement, Coordination, Execution, validation and documentation.
12. Scheduling, planning and execution of Instrument calibration.
13. Over all controlling of Maintenance spares in getting quotation by co-ordination with Purchase dept., Indent, procurement, inspection & approval of material procured.
14. Implementation of energy conservation methods.
15. Implementation of Automation to existing equipment's.
16. Providing Budget details for equipment maintenance and servicing.
17. Preparing and implementation of SOP's related to engineering department.
18. Planning of critical spares and procurement by co-ordination with Purchase dept. through SAP.
19. Coordinating to documenting like break down, history, PM records.
20. Handling internal, external audit & compliance.
21. Preparation and submitting Project Proposals, Major work plans with time schedule.
22. Coordination with external contractors & get done the work as per AMC contract.
23. Utilization of manpower and work co-ordination with maintenance team.
24. Involve to maintain EHS.
25. Good verbal and writing skills are required.

Designation Executive - EHS Department Engineering

Qualification - Diploma / B.E (Chemical/Environmental etc.,) + DIS from approved institute

Experience – 4-6Years

Budget – 4-6 LPA

No of openings: 2

1. Achieve Zero accidents, Good occupational Health, Conducting periodic safety audits, safety inspections along with cross functional teams.
2. Ensure to have good documentation practices (GDP) throughout all activities.
3. Ensuring that waste water treatment facilities are maintaining as per the legal requirements and conducting analysis. 4. Engage in supporting risk assessment for all activities pertaining to environment, health & safety and ensure the recommendations are implemented.
5. Conduct EHS gap assessment.
6. Accident investigation & reporting.
7. PPE management.
8. Maintenance of all fire safety equipment's & Maintaining records (FAS, PAS, FE, FH, Fire suppression, Spill kits etc.,)
9. Plan and conduct inspection of pressure vessels, lifting tools like scissor lifts, stacker, pallet trucks etc., through competent person. 10. Environmental Monitoring and workplace place monitoring.
11. Plan and conduct pest control programs.
12. Training to all contractors, suppliers, and Employees as per the training Schedule.
13. Ensure Work permit system is in place and effective.
14. Support to projects teams to execute in safe manner.
15. Maintaining all critical safety equipment's in working condition by developing frequent servicing and monitoring system.
16. Conducting Mock drills.
17. Plan for external trainings to employees on First Aid, Fire Drill & Firefighting etc.,
18. Preparing standard operating procedures for all activities related to EHS.
19. Maintaining EHS recor

Designation Executive - EHS Department Engineering

Qualification - Diploma / B.E (Chemical/Environmental etc.,) + DIS from approved institute,

Experience – 1 -2 Years

Budget – 2.4 - 3 LPA

No of openings: 2

1. Achieve Zero accidents, Good occupational Health, Conducting periodic safety audits, safety inspections along with cross functional teams.
2. Ensure to have good documentation practices (GDP) throughout all activities. 3. Monitor waste water treatment facilities are maintaining as per the legal requirements and conducting analysis.
4. Support Accident investigation & reporting.
5. PPE management.
6. Maintenance of all fire safety equipment's & Maintaining records (FAS, PAS, FE, FH, Fire suppression, Spill kits etc.,)
7. Plan and conduct pest control programs.
8. Training to all contractors, suppliers, and Employees as per the training Schedule.
9. Ensure Work permit system is in place and effective.
10. Support to projects teams to execute in safe manner.
11. Maintaining all critical safety equipment's in working condition by developing frequent servicing and monitoring system.
12. Conducting Mock drills.
13. Preparing standard operating procedures for all activities related to EHS.
14. Maintaining EHS records.
15. Support EHS & co-ordinate with cross functional team.