Junior & Sr Executive - Experience : 1-6 Years

Key Responsibilities:

• Inspect and diagnose issues with manufacturing machines, including electrical instruments components

• Work with Electrical and Mechanical Engineers to plan and execute repairs and maintenance activities

• Provide technical support to machine operators and other team members as needed

• Continuously evaluate and suggest improvements to the maintenance program

• Configure and maintain computer systems for data acquisition and analysis

• Develop and implement processes for the calibration and maintenance of instruments and control systems

• Troubleshoot technical issues with control and measurement systems and provide resolution in a timely manner

• Provide technical support and training to operators and maintenance personnel

• Prepare and maintain accurate documentation for instrumentation systems and procedures

• Collaborate with other engineering and technical staff on projects and continuous improvement initiatives

Requirements:

• Bachelor's degree or Diploma in Instrumentation Engineering, Electrical Engineering, or a related field

• 2-4 year of experience in instrumentation and control systems design and maintenance

• Knowledge of process control and measurement technologies, including VFD's , PLC and SCADA

• Proficiency in programming languages such as Ladder Logic, C-script

• Strong communication and problem-solving skills

• Ability to work independently and as part of a team

• Experience with data analysis and reporting using tools such as Excel and SQL

Operations for all 3 shifts , Shift changeover is monthly once

      1st shift 6AM to 2.30 PM

      2nd Shift 2.30PM to 10:00 PM

      3rd Shift 10:00 PM to 6.30PM

Junior Executive :

Systems administrators are in charge of the daily operation of security systems and can handle things like systems monitoring tools and monitoring regular backups; setting up, deleting, and maintaining individual user accounts; monitoring suspicious activity either within the local network or from outside internet traffic; and developing organizational security procedures.

Qualification: BE/ Bachelor's degree in Computer Science, Information Technology, System Administration, a closely related field, or equivalent experience required.

Experience: Fresher or 1/2 years' experience in system administration (Male Candidates Only).

Job Description:

1. Provide technical support for hardware and software-related issues

2. System monitoring and maintenance, including configuration & security management, patching, automation, hardening, and system upgrades

3. Respond to and resolve help desk requests.

4. Backup monitoring & restoration verification.

5. Documenting policies and procedures

6. Keeping updated, accurate, and reliable backups of applications and databases.

7. Firewall and network administration. Knowledge of system vulnerabilities and security issues.

8. Strong knowledge of systems and networking software, hardware, and networking protocols

9. Good communication skills and the ability to collaborate effectively with team members

10. System administration and IT certifications in Microsoft or other networks, cloud computing, and virtualization-related fields are a plus.

GxP compliance team.

Exp: 2 to 4 years.

1. Planning and performing of Computer Systems Validation (CSV) for GxP software in regulated environment.

2. Act as change owner for all digitally connected GxP systems within the facility, tracking changes through to completion, identifying risk and preparing mitigation plans.

3. Working knowledge on National, international regulations and standards, eg. US FDA 21 CFR Part 11, EU Annex 11 and GAMP 5.

4. Qualification/validation of new and existing computer systems using a risk-based methodology

5. Understanding of software testing requirements for GxP softwares, interfaces between IT systems.

6. Manage the validation full lifecycle of the GxP software systems ensuring that they operate in compliance with GxP/ GAMP5 requirements.

7. Hold expertise in validation procedures and performance in line with GAMP5 guidance and how this is applied to highly complex automated systems.

8. Develop CFR Part 11 computer systems validation plans, qualifications test protocols, traceability matrices, reports, IQ/OQ protocols, and all documents, and deliverables within the scope of the validation plan.

9. Develop and maintain test plans and test scripts for relevant system.

10. Initiation/preparation and closeout of all GxP-related deviations, discrepancies, and change control documents.

11. Work closely with Validation team and QA to ensure appropriate validation of GxP computer systems.

Senior Executive / Manager - CSV

1. Planning and performing of Computer Systems Validation (CSV) in regulated environment.

2. To respond CSV schedule to ensure all quality, manufacturing and engineering systems remain qualified to current GxP and GAMP5 requirements.

3. Act as change owner for all digitally connected GxP systems within the facility, tracking changes through to completion, identifying risk and preparing mitigation plans.

4. Working knowledge on National, international regulations and standards, eg. US FDA 21 CFR Part 11, EU Annex 11 and GAMP 5.

5. Qualification/validation of new and existing computer systems using a risk-based methodology

6. Understanding of software testing requirements for SCADA, MES, interfaces between IT systems.

7. Manage the validation full lifecycle of the GxP software systems ensuring that they operate in compliance with GxP/ GAMP5 requirements.

8. Hold expertise in validation procedures and performance in line with GAMP5 guidance and how this is applied to highly complex automated systems.

9. Develop CFR Part 11 computer systems validation plans, qualifications test protocols, traceability matrices, reports, IQ/OQ protocols, and all documents, and deliverables within the scope of the validation plan.

10. Develop and maintain test plans and test scripts for relevant system.

11. Initiation/preparation and closeout of all CSV-related deviations, discrepancies, and change control documents.

12. Work closely with Validation team and QA to ensure appropriate validation of cGxP computer systems