

R&D Technical Operations Instrument Expert

Job ID
REQ-10057858

7月 14, 2025

India

摘要

Plays a pivotal role in leading the technical services team and managing analytical instrumentation across the facility. This role is responsible for ensuring operational efficiency, quality compliance, accurate reporting, and continuous improvement in line with pharmaceutical industry standards. Lead, manage & optimize all technical operations related activities, contribute to overall ARD strategies and goals. Data mining & implement best practices across industry. This role requires a strategic approach to reduce costs, increase speed of delivery, and improve overall customer satisfaction.

About the Role

Major accountabilities:

Advanced knowledge of pharmaceutical instruments Well-connected in OEM industry Knowledge of

CFR 21 compliances Job role requires global interaction Team contributor Proficient in English Stakeholder management Vendor development and management Plays a pivotal role in leading the technical services team and managing analytical instrumentation across the facility. This role is responsible for ensuring operational efficiency, quality compliance, accurate reporting, and continuous improvement in line with pharmaceutical industry standards. Team Leadership & Performance

Lead and develop service team members for consistent, high-level performance

Conduct team performance reviews and set individual development goals

Create a results-driven work environment aligned with organizational values

Inventory & Asset Management

Monitor and manage spares inventory and ensure accurate usage documentation Track monthly spares consumption and support procurement forecasting

Oversee material movement processes to ensure traceability and compliance

Equipment Management & Compliance

Ensure continuous readiness and calibration of all analytical instruments

Plan and execute Preventive Maintenance (PM) schedules and ensure adherence

Maintain ALCOA+ principles across all service-related documentation and data handling

Attend and resolve breakdown calls efficiently, minimizing downtime

Provide hands-on support to end users for optimal equipment utilization

Vendor Coordination & Procurement

Coordinate with vendors for timely service delivery, installations, and maintenance

Evaluate vendor performance based on SLAs and recommend improvement initiatives

Support procurement processes through proactive demand planning and vendor engagement

Reporting & Analytics

Generate monthly reports covering breakdowns, calibrations, service logs, and utilization data

Provide insight-driven dashboards and summaries for senior management

Ensure service-related documentation is audit-ready and meets internal/external standards

Deviations & Change Control

Manage and investigate equipment-related deviations in accordance with SOPs

Initiate and track change control requests linked to instrumentation, processes, and materials

Collaborate with QA and Regulatory teams for corrective and preventive actions (CAPA)

Strategic & Cross-functional Engagement Collaborate closely with cross-functional teams including QA, Manufacturing, Engineering, and Regulatory Affairs

Participate in audits, validations, and continuous improvement initiatives

Identify and implement process enhancements to boost service efficiency and compliance

Minimum requirement:

- Degree or equivalent as an educational qualification
- Demonstrated, extensive experience and recognized expertise in the GxP area can override the training requirements.
- Good knowledge of English and site language (oral and written).
- Recognized expertise in analytical. Relevant experience of working in a scientific and strategic environment.
- Thorough understanding of drug development processes.
- Demonstrated successful experience with working in interdisciplinary and cross cultural teams.
- Demonstrated advanced coaching and mentoring skills.
- Thorough knowledge of relevant SOP, GMP and Novartis regulations and policies if applicable.
- Excellent communication/presentation skills and scientific/ technical writing skills. Advanced coaching and mentoring skills.

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部门
Development

Business Unit
Universal Hierarchy Node

地点
India

站点
Telangana

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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