

## **Job Description for Mechanical Engineer and Project Coordinator**

Position: Mechanical Engineer and Project Coordinator

Department: Engineering and Project Management

Organisation: HOMCO

Location: Projects of HOMCO across Kerala

Employment Type: Consolidated pay

Max. Age limit: 55 yrs.

Remuneration 40,000/- P/M.

We are seeking a dedicated Mechanical Engineer to join our team at HOMCO, a Kerala Government sponsored homoeopathic pharmaceutical pharmacy. This dual-role position involves both mechanical engineering responsibilities and project coordination for the projects of HOMCO particularly commissioning of our second division unit at Valiya Kalavoor. The ideal candidate will possess a strong technical background in mechanical engineering along with proven experience in project management to ensure timely and efficient completion of the project.

### **Project Coordinator Responsibilities:**

- Project Management and Coordination
- Lead the planning and execution of the commissioning process for the second division unit, ensuring alignment with project timelines and budget constraints.
- Develop and maintain comprehensive project documentation, including project plans, schedules, risk assessments, and status reports.
- Monitor project progress, identify potential delays or issues, and implement corrective actions as necessary.
- Organize and conduct regular project meetings to communicate updates, gather feedback, and ensure all team members are aligned with project goals.
- Ensure all project activities adhere to regulatory compliance and quality assurance standards specific to the pharmaceutical industry.
- Lead the planning, execution, and completion of projects of HOMCO on time.
- Manage all project phases independently, ensuring that objectives are met on time and within budget.
- Coordinate with various stakeholders, including Consultants, engineers, contractors, clients, and internal teams to ensure seamless project execution. Overseeing day-to-day operations on the site, ensuring adherence to regulations,

safety protocols and project timelines.

- Managing and optimizing resources, including labour, equipment, and materials cost-effectively.
- Conducting regular inspections and quality control checks to ensure work meets standards and specifications.
- Liaising with all stakeholders, and higher management, providing progress updates and addressing any issues or concerns related to the site's operations.

#### **Communication & Coordination:**

- Serve as the primary point of contact for consultants, contractors, and other site engineers.
- Communicate project expectations, deliverables, and timelines clearly to all stakeholders.
- Foster strong relationships with consultants and contractors to ensure project success.

#### **Scheduling & Progress Tracking:**

- Develop detailed project schedules and milestones, ensuring alignment with project goals.
- Monitor project progress regularly, identifying and addressing any deviations from the plan.
- Implement corrective actions as necessary to keep projects on track.

#### **Site Management & Quality Control:**

- Provide clear instructions and guidance to site engineers on Project, procedures, and quality standards.

### **Duties and Responsibilities as Mechanical Engineer**

#### **1. Design and Development:**

Design, analyze, and optimize mechanical systems and equipment relevant to pharmaceutical manufacturing processes.

Ensure compliance with industry standards and regulations, including safety and quality protocols.

#### **2. Technical Analysis:**

Perform stress analysis, thermal analysis, and other necessary evaluations for mechanical systems.

Conduct feasibility studies and develop technical specifications for mechanical components and systems.

Collaborate with cross-functional teams to integrate mechanical designs with overall system requirements.

### **3. Maintenance and Troubleshooting:**

Oversee the maintenance of mechanical equipment to ensure optimal performance.

Troubleshoot and resolve mechanical issues providing timely solutions to minimize downtime during the design, installation, and operational phases.

### **4. Compliance and Quality Assurance:**

Ensure all mechanical designs comply with relevant safety and regulatory standards.

Conduct inspections and assessments to ensure quality assurance during production.

### **5. Documentation:**

Prepare technical documentation, including specifications, manuals, and reports.

Maintain records of all design modifications and engineering changes.

### **6. Project Planning:**

Develop and maintain detailed project plans for the commissioning for HOMCO

Define project scope, objectives, and deliverables in collaboration with stakeholders.

### **7. Time Management:**

Create a project schedule with timelines and milestones, ensuring timely completion of tasks.

Monitor progress against the schedule and implement corrective actions as necessary.

### **8. Resource Coordination:**

Coordinate resources, including personnel, equipment, and materials, to ensure project requirements are met.

Facilitate communication between various departments to ensure seamless project execution.

### **9. Budget Management:**

Assist in the development of project budgets and ensure adherence to financial guidelines.

Track project expenses and report on budget variances to management.

### **10. Risk Management:**

Identify potential project risks and develop mitigation strategies to address them proactively.

Conduct regular project reviews to assess risks and ensure alignment with project objectives.

#### **11.Reporting and Documentation:**

Prepare and present project progress reports to management and stakeholders.

Document project phases and lessons learned for future reference.

#### **Eligibility Criteria:**

- Bachelor's degree in Mechanical Engineering or a related degree from a recognized institution.
- 10 years' experience in mechanical design and project management, preferably in the pharmaceutical industry or healthcare sector.
- Strong knowledge of mechanical systems, manufacturing processes, and industry regulations preferred.
- Preference will be given to Candidates having MBA

#### **Skills and Competencies:**

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in project management software, engineering design tools and project management tools.
- Ability to manage projects independently.
- Excellent communication skills in English, with the ability to effectively liaise with contractors, clients, and team members and manage multiple priorities.
- Strong organizational skills with the ability to prepare schedules, track progress, and manage multiple tasks simultaneously.
- In-depth understanding of quality standards, and safety and industry regulations.

#### **Work Environment:**

The position may require on-site presence during construction and commissioning phases.

Compliance with safety regulations and practices in a manufacturing environment is mandatory.

#### **Performance Evaluation:**

Employee performance will be evaluated based on project completion timelines, quality of work, adherence to budget, and overall contribution to team objectives.

#### **Tenure and Renewal:**

Initial appointment for 179 days with the possibility of renewal based on performance and project requirements.

**Travel:**

- Be willing to travel to different parts of Kerala as required to oversee project execution and address any on-site challenges of HOMCO at any site in Kerala.

**Terms and Conditions**

1. The employee is expected to comply with all safety regulations, and quality control procedures in the pharmacy.
2. The employee must maintain the confidentiality of all proprietary information and data obtained during the course of employment.
3. This appointment may be terminated with or immediately for just cause.
4. The appointment shall not be considered as a right of regularisation.
5. Absence from work without permission shall result in termination of appointment without notice.
6. The employee is expected to maintain flexibility in their work hours, being available to work in any shift as required and to respond to emergency situations outside of regular hours when necessary
7. The tasks assigned by the managing director or the responsible officers must be completed in a timely manner and all the rules of the pharmacy must be strictly followed.
8. The appointment is purely on temporary basis for 179 days only, however can be terminated or dismissed without notice before, if the work is not satisfactory or if any kind of lapses or insubordination or disrespectful behaviour is noticed.
9. The appointment is temporary until a new appointee comes by a procedure as decided by Administrative Council or as directed by the Government or if a new post is created in Valiya kalavoor division and appointment is done to the post.

This job description outlines the key responsibilities and conditions for the Mechanical Engineer and Project Coordinator role. Candidates are expected to demonstrate a commitment to excellence and a proactive approach to project management and engineering tasks.

**Application Process:**

Interested candidates are invited to submit their resume and cover letter to [homcojobs@gmail.com](mailto:homcojobs@gmail.com) by application deadline.