

Maintenance Planner and Scheduler

Job ID

REQ-10087028

Sep 18, 2026

LOC_IN

About the Role

Key Responsibilities

- Prepare monthly engineering reports with key performance indicators covering capital expenditure, maintenance, health, safety, environment, and quality.
- Support internal and external audits.
- Plan maintenance tasks with suppliers and production
- Lead or contribute to equipment, utilities, and facility improvement projects, including energy efficiency, productivity, environmental compliance, and maintenance initiatives.
- Establish maintenance and calibration schedules in collaboration with the site Engineering.
- Enter and maintain master data in the Centralized Maintenance Management System, including confirmations and time allocations.
- Monitor and control maintenance and calibration work order backlogs.
- Update the Centralized Maintenance Management System following maintenance and calibration activities.
- Assess quality impact and support equipment release following maintenance activities.
- Archive maintenance and calibration documentation and records in SAP and COMOS.
- Execute change requests and create, maintain, and verify engineering documents, including protocols, drawings, schedules, diagrams, layouts, calculations, and data sheets.

Essential Requirements

- Degree in Engineering or an equivalent qualification.
- Experience in engineering-based roles, ideally with a maintenance planning or maintenance-focused background.
- Experience planning, coordinating, and tracking maintenance and calibration activities.
- Experience using a Centralized Maintenance Management System SAP, COMOS and CMX and maintaining accurate engineering data and records.
- Fluent German and English language skills and proficiency in the local language.

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse team representative of the patients and communities we serve.

Accessibility and Accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

Division

DIV_TO

Business Unit

Production / Manufacturing

Location
LOC_IN
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_TO
Job Type
Full time
Employment Type
Regular
Shift Work
No
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