Engineering Services Supervisor (Grade 14)

Purpose

The Engineering Services Supervisor provides expertise and ensures effective utilization of site systems, such as Maximo, Cognos, SAP, SolTRAQs etc. They are responsible for managing CAD, EDL, and Maximo resources, providing deviation and ER support, facilitating Maximo training, scheduling external resource support, and providing engineering administrative assistance. The Engineering Services Supervisor will be part of the Engineering Planning group. The supervisor will interact frequently with customers in many functional areas including Engineering, Maintenance, Research & Development, QA, and Operations to provide a high level of customer service support. The Engineering Services Supervisor will work closely with corporate system support teams in Chicago.

The Supervisor complies with safety requirements, current Good Manufacturing Practices, and Standard Operating Procedures.

Major Responsibilities

- Oversees and provides daily support for Engineering Systems including Maximo, Cognos, Maintenance SharePoint Requests, Engineering Documents Database, Engineering Documents Library and AutoCAD. The Engineering Services Group will provide support and expertise in other systems including SAP, LIMS, and SolTRAQs.
- Maintains control of and approves access rights for specified Engineering Systems.
- Provides training and site expertise for Maximo and Cognos systems including reporting, Maximo administration, and troubleshooting. Submits UNIX requests for corporate system access requests.
- Manages Maximo Handheld System for Metrology.
- Works with Reliability and Planning to streamline and control entries into the Maximo Asset Management system. The group will provide asset management support by assigning asset IDs and entering information directly into the system.
- Supervises CAD drawing management program.
- Supports Engineering Change Management initiative roll out and strategy for ECM administration.
- Manages Engineering Documentation Library
- Tracks and reports Key Performance Indicators for Maximo, ECM and CAD, as applicable.
- Team will support entry of investigations and deviations into SolTRAQs.
- Implements other Engineering administration tasks such as SOP updates and deviations, as required.
Qualifications

- Bachelor’s Degree is preferred, but not required.
- At least 2 years of related industry experience. Pharmaceutical experience is highly preferred.
- Must have demonstrated organizational skills, project management skills, and effective communication.
- Must have attention to detail along with an understanding of the quality/compliance environment.
- Customer support focused expertise is highly desirable.

Send resumes to Katharine Guineau, Senior Engineer, at katharine.guineau@abbvie.com.