REQUISITION NO	:	2019003
DATE	:	17th October 2019
AVAILIBILITY	:	Immediate
JOB POSTING	:	PDMS Administrator

Key Qualifications for this Position include:

- Bachelor's Degree in Engineering
- Minimum five (05) years of relevant experience in GLOBAL ADMINISTRATION of 3D modelling software AVEVA PDMS
- Experience with large-scale projects Oil and Gas Projects
- Familiar with Detail Engineering workflow.
- Excellent English oral and written communication skills and ability to effectively function in a team environment

Job Description

Essential Duties & Responsibilities:

- Fulfilling the project PDMS administration activities.
- Computer aided Design Administrator is primarily responsible for Global project set up, and maintaining the integrity of the Database throughout the project as per requirement.
- In addition, he/she shall be responsible in maintaining the record of all Engineering software license usage for entire group, including other global centers and optimize the usage of licenses.
- Key Indicator(s)
    - Project design / Customer Compliance
    - Highly motivated, eager to contribute to the establishment of an effective and efficient design/ drafting team
    - High energy and the flexibility to perform under short time constraints to meet deadlines
- Project set- up Configuration, administration and user support for 3D Environment (Aveva PDMS/ E3D, Admin).
- Understands the scope of each project and has to create tool database structures configuration that will enable the 3D design and subsequent creation of deliverables from the project databases.

- Establish procedures/ specifications for projects and company standards
- Troubleshoot and provide solutions to technical issues related to 2D/3D tools
- Day to day activity includes CATS & SPEC creation, Clash Management, Release control, Status Control, Reports and review management
- Responsible for end- user training on the usage of customization. This includes classroom/ remote training and preparation of training material.
- Monitor the utilization of engineering software's across organization and provide reports for optimizing the same.