

**Roles & Responsibilities:**

Function as a single point contact for 3D (E3D/PDMS) Administration which includes data base set up, model management till hand over, Trouble shooting, Managing Hubs and Satellites, establish 3D model set up procedures and coordinating with all associated parties.

Responsible for coordination with E3D admin of Client and Subcontractors of the project, assembling and integrating the overall global 3D model from the 3D models of various sub-contractors

Administration of the PDMS / E3D Model, customization to suit the project requirements and support to multi-discipline end users of the model.

Create E3D project based on 3D modelling procedure with the required databases, teams, users. MDB and access rights according to E3D Administration.

Set up project specific Catalogues and Specifications for piping & pipe supports, ladder supports, structural, Electrical and Instrumentation disciplines (cable trays etc) in PDMS / E3D and setting up of project specific drawing templates in the drafting module of PDMS / E3D.

Make sure that the integrity of the 3D model database is well maintained and regular transfer of information from 3D model to other IT systems is functioning properly as expected.

Based on the client specifications, develop project specific modelling procedures, guidelines, procedures for clash check, naming convention and model review and set up the 3D model accordingly. Conduct regular trainings to multi-discipline end users (designers) of the 3D model.

Work closely with the discipline leads of the projects to understand their requirements and address their demand on time. Develop macros (in PML) to automate tasks, to improve the efficiency and avoid human errors.

In case of any technical challenges, troubleshoot to resolve the issues on time. Plan task maintenance of model and create backups as per company procedures.

Setting up of project specific drawing templates in the drafting module of PDMS / E3D.

Responsible for Clash management and Clash Reports. Perform routine checks on model through data verification and project auditing.

Preparation of the 3D model for all Model reviews.

Be familiar with the workflows of all the IT systems implemented in the project once they have been set up. Be proactive and provide your input to IT plan on time and highlight in advance if there are any technical challenges.

Coordinate actively with other offices, for the projects executed from multiple locations, attend meetings and communicate effectively. Be flexible and ready to assume additional roles like CAD coordinator in a project.

**Work experience requirements:**

Applicant must have a minimum of 10 years of PDMS/E3D Administrator experience in oil & gas projects especially in the capacity of PDMS/E3D Admin with similar job responsibilities described above. Must be familiar with the work flow of FEED and Detailed Engineering phases of onshore and offshore projects.

Strong background in Aveva's PDMS / E3D software, thorough working knowledge in all the modules of PDMS / E3D and experience in development and implementation of Cats and Specs of piping, pipe supports, structural and EIT is mandatory.

Applicant should have working knowledge on MDS.

Applicant should have basic working knowledge of AVEVA Engineering.

**Qualifications:**

Applicant must have a minimum of Bachelor Degree in Mechanical/ Structural engineering.

**Other skills:**

Applicant must be a self-starter and be able to work with minimal supervision, make sound decisions, analyze problems and provide focused solutions to assigned projects.

Applicant shall possess strong inter-personal and communication skills and be able to work well with people at all levels in the organization.

Applicant shall have working level computer literacy in PML and commonly used business software applications such MS Office.

Good English oral and written communication skills.