

## Promotional Free Goods Manager

Job ID: 00410257

### Job Function

Sales Operations

### Schedule

Full-time

### Location

United States-California  
South San Francisco

### Job type

Regular Employee

### Company/Division

Pharmaceutical

### Job Level

Experienced

## Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

## The Position

Promotional Free Goods Manager

### Position Summary

Promotional Free Goods Managers in Promotional Free Goods Management assist in the compliant, effective and efficient allocation, distribution, administration, tracking, reporting and general management of Genentech promotional goods. PFG Managers have specific responsibilities for full and consistent compliance with PDMA (Prescription Drug Marketing Act) and CFR (Code of Federal Regulations) Part 11 regulations, as well as other state and federal regulations and Genentech's policies & procedures. PFG Managers also manage all promotional goods data, perform compliance audits, and provide routine and ad hoc analyses and reporting. They also train and certify others in promotional goods allocation, distribution, administration and management. Given the nature of their positions, PFG Manager(s) and their management also work closely with external vendors who manage promotional goods distribution or other related activities on behalf of Genentech.

### Example Duties and Responsibilities:

- Acts as a subject matter expert and specialist point-of-contact for internal staff and management and external vendors involved in the distribution and/or administration of

Genentech promotional goods:

- Receives and reviews all incoming requests/inquiries
- Reviews incoming promotional goods requests or other inquiries in accordance with governing rules, regulations or other policies and procedures to ensure consistent and full compliance
- Provides timely responses and other information to internal and external customers, partners and other stakeholders
- Enters all requests and other information into appropriate departmental or other systems or databases
- Responsible to ensure that departmental systems and/or databases contain current and fully accurate information
- Performs routine and ad hoc analyses and reporting
- In partnership with Vendor Manager, visits promotional goods vendors and performs compliance and other operational audits
- Performs routine and ad hoc audits on promotional goods distribution managed by Genentech field staff and management
- Produces audit reports. Reviews with manager and others. Distributes to various parties. Identifies and communicates potential or existing issues and recommends steps and activities to mitigate risks of non-compliance or other potential concerns
- As and when appropriate, participates in various meetings or conference calls to determine promotional goods needs, requirements, and/or communicate new or updated regulations, policies, procedures or other changes
- Supports manager and other team members, as and when/how needed, to cover for any staff shortages within the department
- Works with manager and other team members to continuously review department processes, procedures, tools and other resources to ensure best practices, optimal efficiencies and effectiveness
- Supports his/her manager and other team members in ongoing training, mentoring and coaching of less experienced analysts
- Complies with all laws, regulations and policies that govern the conduct of Genentech activities

## **Who You Are**

Qualifications and Experience: unless stated as "preferred" or "a plus," all other criteria are required

- Bachelors Degree
- Average of 5 or more years' work experience
- Must demonstrate 2 or more years' previous experience in promotional goods distribution and administration, including experience working with field staff and management
- Previous training experience
- Must demonstrate in-depth knowledge of PDMA and other federal regulations that govern promotional goods distribution, use, disposal, tracking, reporting and the like
- Strong computer and data entry/management skills. Must demonstrate a high-level of proficiency with Microsoft Powerpoint, Word, Excel, Google tools etc.
- Previous database/computer systems experience is strongly preferred
- Proven track record of meeting or exceeding objectives and goals

- Business travel, by air or car, may be required for internal and external business meetings

Genentech is an Equal Opportunity Employer.