

Senior Manager, Internal Communications, Corporate Relations - Functional & Executive Communications

Job ID: 00410381

Job Function
Communications

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

Senior Manager, Internal Communications, Corporate Relations

The Position

The Senior Manager, Internal Communications, reports to the Director of Internal Communications within the Corporate Relations function. This position is responsible for providing internal organizational communications consultation and support to (1) Genentech's Chief Financial Officer and (2) the Senior Vice President, Secretary and Chief Compliance Officer, Genentech and head of Legal Affairs, North America. In addition, this position is responsible for consulting on communications initiatives from these and other G&A functions to our approximately 12,000 employees, and will play a key role in developing business communications for leaders and for key best companies submissions. This individual will interact with the company's senior executives as well as with peers in Internal Communications, Corporate Relations and internal communicators throughout Genentech

and Roche.

Responsibilities

- Prepare and maintain strategic, annual organizational communications plan for the Finance and Legal groups
- Provide communications channel analysis and usage proposal
- Draft, coordinate written communications & presentations for leaders
- Partner on content and theme development for each department's employee forums (e.g. leadership conferences and town halls)
- Advise on layout and develop content for department intranet sites.
- Partner with Finance and Legal leadership teams and HR on major announcements affecting organization/organizational change
- Consult on and/or prepare and execute communications plans for G&A initiatives that influence how our approximately 12,000 employee experience working at Genentech (e.g., IT, Procurement, Site Services, EHS, Security, etc.)
- Prepare written communications for senior leadership (C-suite).
- Write original content for several best companies submissions.

Who You Are

- A Bachelors degree is required, preferably in Journalism, Communications or English
- 10+ years employee communications experience
- Relevant experience supporting senior leader(s) in their functional communications
- Self-starter comfortable working in a fast-paced company
- Outstanding verbal and written communication skills; strong writing and story telling skills, especially for internal audiences
- Strong interpersonal and influencing skills and the ability to effectively communicate with employees at all levels of the company
- Ability to thrive in an environment that encourages healthy, meaningful debate
- Ability to work successfully in ambiguous situations to create a path forward in uncharted territory
- Ability to build trust and strong relationships across the organization quickly
- Strong project management skills
- Strong knowledge of AP style, grammar
- Editing and proofreading skills
- Keen attention to detail and the ability to coordinate numerous projects while meeting deadlines
- Willing to work independently while having ability and affinity for working as part of a team.

Genentech is an Equal Opportunity Employer.