

Portfolio & Demand Management Coordinator

Job ID: 00411901

Job Function

Information Technology

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

The ERP Portfolio and Demand Management Coordinator position provides non-technical support primarily to the North American based ERP (Enterprise Resource Planning) team, within the Shared Platforms and Applications area of Pharma Informatics. The global ERP team consists of approximately 180 team members, 50 of which are based in our SSF office. The ERP team mainly supports the business application areas of SAP, Business Warehouse and ARIBA.

This SSF-based position is within the ERP Portfolio and Demand Management team. The ERP Portfolio and Demand Management team is responsible for many important cross-functional topics, such as financial management, demand planning and communication, supporting and advising project managers, process implementation and compliance, audit coordination and tracking, metrics and reporting, as well as adhoc management support requests. We support the various managers, project managers and application teams to ensure consistency and efficiency across the ERP Department.

As part of this small team, you will have a varied and challenging role, working on cross-functional topics while interacting with team members in Basel as well as colleagues other

functions (e.g. Finance, Procurement, HR).

You will have the following key responsibilities:

- Support the required financial processes, including the coordination of the budget and monthly outlook events and monitor the budget versus actual spend. Proactively support and advise the SSF based activity owners and project managers on financial topics
- Provide the required financial reports and updates, accurate and timely organizational information and recommendations to ensure the ERP department stays within the given budget
- Support the ERP Team, being the point of contact and advisor for the North American based ERP team with day to day business processes to ensure efficiency and accurate information flow (e.g. purchase order creation and processing, payment of invoices, checking accuracy of accruals, etc.). Advise team members in order to resolve issues in a timely way.
- Manage key relationships and liaise with other departments as required, e.g. Finance, Procurement, HR.
- Support the ERP Team with the needed tools and processes to manage the ERP portfolio of work, which will enable the ERP department to meet the needs of their customers.
- Participate in or lead small projects/initiatives as needed to ensure implementation of common process and tools (e.g. Resource management, Customer satisfaction surveys) and provide ongoing support to the ERP Department
- Assist the Portfolio and Demand Management team establish and report on metrics required by the ERP Solution Owners
- Support and assist with the ongoing improvement of Collaboration tools, such as Touchpoint.

Who You Are

- Experience in the area of general business, financial planning and finance terminology, ideally with a Bachelors' degree in a relevant field
- Experience working in an Informatics environment, thereby developing a basic understanding and experience with information technology concepts (application and infrastructure)
- Demonstrated experience as a successful coordinator of small projects and/or initiatives ideally using a structured project management processes
- Ability to and interest in learning quickly,
- Ability to plan, coordinate and prioritise work, and work independently
- Ability to build rapport and good business relationships
- Good customer focus
- Strong written and oral communications skills
- Flexibility to work in a global team, working across time zones.
- Strong MS office skills (Word, Powerpoint and particularly Excel).
- Experience in the applications of PERFORM (Global Financial planning system) and Clarity (Portfolio Management) is considered a plus

Some international travel require

Genentech is an Equal Opportunity Employer.