

Category/Sourcing Manager, Facilities Services

Job ID: 00412869

Job Function

Procurement

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

Location: San Francisco

Research, Facilities, and Procurement Services

Primary Purpose of Job (Job Summary)

The Category/Sourcing Manager, Facilities Procurement is to provide strategic leadership to the Facilities Procurement organization in support of Global Categories related to Facility Operations and Services. This position is responsible for: establishing full strategic planning (Regionally and interfacing Globally) on behalf of the Facilities Procurement function in alignment with the Pharma Business and Corporate goals and objectives; identifying and introducing best practices in the Facility Procurement processes; acting as a change agent who supports and influences the business in an effort to create value and efficiencies across the Global and NA Regional networks; focusing on return on investment benefits, Category Lifecycle Management and Total Cost of Ownership; evaluating savings opportunities in partnership with key business partners and stakeholders and maximizing the value of third-party services across a portfolio of sub-categories. The Global/Regional Category Manager will lead cross functional teams through strategic category sourcing to deliver breakthrough

business benefits.

Functional Roles & Responsibilities

The Global/Regional Category Manager, Facilities Procurement will have a Category Strategic and Supplier Management focus of assigned Global/Regional Categories related to Facility Operations and Services. This position leverages category management expertise to manage the purchases of goods and services, with the aim of achieving optimal total cost of ownership. This position provides end-to-end strategic solutions, from idea generation through to presentation to senior business management and initiative execution and will fully utilize the eSourcing tools including eAuctions when appropriate to drive the costs down and out across the assigned categories.

Responsibilities:

- * Develop strong working relationships with internal teams, key business partners and leaders throughout the Global and Regional organizations/networks.
- * Partner with global colleagues to develop and implement the global category management roadmap.
- * Build and maintain excellent relationships with key affiliates, Roche group companies, and global functions so that Roche collectively benefits (e.g. global savings, service delivery, vendor selection, etc.).
- * Partnering with stakeholders and business partners to identify and support sourcing projects that reduce risk, timeline, stakeholder pain-points or cost and add value without sacrificing quality or effectiveness.
- * Lead and/or partner with various multifunctional teams on strategic initiatives which also include accountability for implementation planning and tracking of expected outcomes.
- * Aligning the priorities, activities, and progress of goals across the Facilities organization, so that high value and quality customer service is delivered.
- * Provide Strategic Category and Supplier Management:
 - o Develop an advanced understanding of category subject matters to include Analyzing Category and Supplier Spend history, trends and forecasts
 - o Establish and manage robust Supplier Relationship Management programs for Strategic/Key suppliers
 - o Lead Category activities and Sourcing Managers in the development and execution of the spend category sourcing strategies for key initiatives.
 - o Develop detailed supplier knowledge, market data, including financial performance (P&L, balance sheet, debt structures, trends, history, executives, ownership, parent companies, size, concentration of sales to GNE, diversity of sales volume)
 - o Analyze past and future demand volumes, inventory trends and current inventory levels
 - o Document supply-chain for key goods and services
 - o Identify opportunities that focus on cost reductions, efficiencies/quality improvements, risk

mitigation, industry and supply trends and shifts in technology

- o Lead sourcing projects including sourcing strategy development, market analysis, and supplier negotiations, and supplier relationship management

- o Monitor Strategic/key Suppliers (earnings, SEC filings, RSS feeds, Alerts) to provide internal notifications to key stakeholders that includes developing risk mitigation scenarios

- o Ensure Diversity Suppliers are included in sourcing events

- o Know, understand and stay abreast of industry trends, benchmarks, best practices, etc. Develop and implement a strategy to gain competitive advantage.

- * Facilitate senior level review and concurrence on sourcing strategies, including sponsorship and resource allocations.

- * Demonstrate advanced industry knowledge and facilitation skills so that this role leads the negotiations of contractual requirements that includes managing complex RFP/RFIs, making selection recommendations, managing the implementation phase and adherence to contractual commitments

- * Demonstrate advanced skills in pricing analysis, modeling, purchase price cost analysis and identifying competitive benchmarks

- * Demonstrate consultative behaviors with stakeholders so that this is the Procurement SPOC for the stakeholder

- * Exhibit and act with integrity by maintaining compliance with internal policies, procedures and all regulatory and governmental regulations and laws

Management Roles & Responsibilities

- * Talent Management. Including recruitment, compensation, performance management, career development, training, needs analysis, talent management and succession planning.

- * Creating/maintaining a “Great Place to Work” environment fostering employee development, rewarding, motivating and a harmonious work environment.

- * Attend senior level meetings and represent the best interest of Roche and Global Pharma Procurement.

- * Partner with Corporate legal, Finance and other support organizations to ensure alignment as well as compliance with regulatory/legal requirements.

- * As appropriate, oversee the financial/budget management of the Facilities Procurement group, in line with GPP requirements.

- * Serve as a member of the Facilities Procurement management team, setting strategy and

goals in consultation with GPP.

- * Ensure adequate staffing and the development of the procurement professional

Working Relationships

Key internal interfaces:

- * Function Stakeholders (SSF, VV, HTO, OCN, Nutley, Florence)
- * Category Team Members within Facilities Procurement and GPP
- * Site Procurement SPOCs

Key external contacts:

- * Suppliers of the categories managed on a regional and Global basis
- * Category Managers of GPP, Roche Diagnostic, and other Pharma organizations/affiliates

Power reserved

- * Final recommendation of category, procurement and supplier relationship management strategies; fully accountable of execution of category strategy for Lab Consumables, Supplies and Services
- * All other authority is granted in accordance with Roche Regulations

Who You Are

Skill Requirements

Education and/ or on-the-job experience

- * Bachelors degree with a minimum of 10 years of related experience
- * Procurement certification preferred - CPM, APICS, MCIPS certification or equivalent
- * Proficiency and experience with advanced strategic procurement methodologies and sourcing approaches and techniques
- * Project management / Program management: Demonstrated ability in leading complex projects to successful and on time completion
- * Highly effective at initiating and leading cross functional teams by building internal and external relationships that create alignment
- * Demonstrates solid business acumen with experience in multiple business sectors
- * Risk and financial analysis skills and the ability to interpret and utilize key financial data
- * Ability to operate and execute effectively in a dynamic, fast-paced environment with

multiple priorities and challenging deadlines

- * Process-oriented with strong analytical skills and creative problem solving capabilities
- * Excellent written and verbal communication, influencing and persuasion skills
- * Demonstrates a sense of urgency and proactive approach that is results focused
- * Expert/working knowledge of SAP
- * Thorough knowledge of the business, markets, regulations in the biopharmaceutical industry
- * Preferred: MBA, International experience
- * Experience of working in international matrix organizations across functions and cultures
- * Fluent English language written & spoken (second language desirable)

Industry-specific knowledge, skills & abilities

- * Knowledge about the pharmaceutical industries and the main drivers and trends
- * Fundamental understanding of the Facilities Services category areas

Functional/ process/ job-related knowledge, skills & abilities

- * Skilled in all Procurement process disciplines including spend and category management, prioritization and alignment of sourcing opportunities with overall Roche business goals, market and cost analysis, contract negotiations, supplier selection, contract structuring, development and implementation of supplier performance service level agreements/performance metrics, supplier value management, contract benefits capture, and procure-to-pay processes
- * Command of the Strategic Sourcing Process
- * Ability to work across multiple sites, cultures and matrix/virtual teams
- * Knowledgeable in innovation techniques and process improvement (six sigma)
- * Demonstrated skills in building strong cross-functional relationships so that the team reaches alignment
- * Demonstrated success in establishing and building successful supplier relationships
- * Demonstrated skill in planning, leading and structuring negotiations
- * Demonstrated effective time management and organizational skills
- * Demonstrated success in controlling significant direct and indirect spend
- * Demonstrated expertise in developing risk analysis, total cost analysis and financial

modeling

- * Demonstrated change management skills, as well as versatility in responding to change
- * Demonstrated strategic agility with ability to take a process or project into implementation.
- * Strong cross-functional relationships so that the team reaches alignment across the network
- * Strong business and team leadership and strategic agility; strategic thinker with superior financial acumen. Demonstrated expertise in developing risk analysis, total cost analysis and financial modeling
- * Strong communication, presentation and interpersonal skills to be able to engage and manage expectations of senior management.
- * Ability to operate and execute effectively in a dynamic, fast-paced environment with multiple priorities and challenging deadlines

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