

Sales Compensation Administration Analyst / Manager

Job ID: 00413763

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

Sales Compensation Administration - Analyst / Manager

The Sales Comp Administration - Analyst / Manager role is to support the Sales Operations Incentive Compensation team for all business units / sales forces in administering Sales Incentive Compensation Programs which includes ad hoc analysis and reporting. As such the Sales Comp Administration - Analyst / Manager will be responsible for all sales compensation administration aspects including the maintenance of all sales force reference data, variable pay information, and compensation plan information within the compensation systems (TrueComp) and Incentive Compensation platforms. Additionally they will work with the Business Unit Comp Managers to collect plan design information and be responsible for the oversight of development and testing of compensation plans and rules in TrueComp. He/She will support and maintain the monthly sales and goal validation process, which requires critical thinking and problem solving skills. Candidate will also manage department SOPs, prepare department activity timelines, maintain documentation for various purposes such as program policies, eligibility, auditing & OCM purposes. Candidate will also support multiple supplemental incentive programs including the management of processing guidelines to ensure accuracy and consistency including application design & management. He/She will also help manage awards program documentation, criteria, history, inventory, etc. He/She will maintain content on IC Portals and facilitate process/data management with

vendors. Candidate must have SQL skills for querying data and a basic understanding of sales compensation philosophy. Candidate will proactively coordinate with internal partners to ensure data accuracy, optimize operational processes and meet aggressive timelines. Provide adhoc support and analysis, including running queries and producing reports (using Access, Brio, Toad or other sql tool). Strong technical, stakeholder manager and communication skills are required.

Key Responsibilities:

- Primarily responsible for the administration and management of all sales incentive compensation administration deliverables including oversight of system configuration for IC plans, reference data (e.g. eligibility), timely and accurate payout processing, supplemental incentive programs, reporting and reference data management for all brands.
- Partner with Sales Operations Managers, Vendors and/or the Information Technology team to define data and reporting needs in support of the IC payout process and supplemental incentive programs.
- Collaborate with various internal and external stakeholders to ensure fairness and consistency in the implementation of and adherence to program policies.
- Communicate with field sales management in support of the sales incentive program payout process and provide supplemental incentive programs summaries.
- Development communication and reporting materials to support IC administration activities and status reports.
- Comply with all laws, regulations and policies that govern the conduct of GNE activities.

Who You Are

- BA or BS degree, MBA preferred.
- Minimum of 4 years experience working with sales compensation data or sales operations environment, Pharma/BioTech industry preferred.
- Minimum of 2 years experience working with Microsoft Access, Brio, Toad or other sql tool

(PL/SQL is a plus).

- Strong Excel skills for managing data, calculations, QC and reporting are required.
- Experience with industry IC systems is a plus.
- Familiarity with and understanding of variable compensation plans.
- Understanding of sales processes, sales data tracking, incentive compensation operations and alignments.
- Strong verbal, written and stakeholder management skills to effectively influence and manage expectations with Senior Management and cross-functional teams.
- Solid project management skills in leading and directing teams and achieving project objectives and goals.
- Strong proficiency in MS-Office required.

Genentech is an Equal Opportunity Employer.