

## Senior Planner Scheduler

Job ID: 00413869

### Job Function

Production Planning

### Schedule

Full-time

### Location

United States-Oregon  
Hillsboro

### 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

### Summary:

### Team Overview:

The HTO Planning and Scheduling team partners with the business and other functional groups at HTO to deliver business results focused on exceeding customer expectations and optimization of the Schedule, Make, Assess and Release business processes; improving reliability and enabling exceptional operational performance.

### Position Overview:

The Sr Planner Scheduler is responsible for managing the daily plant schedule for production and non-production activities to support budgeted production and site priorities at Genentech's aseptic fill and finish facility in Hillsboro, OR. He/She will also play a critical role in developing project timelines and achieving project milestones in support product transfer activities in drug product aseptic filling operations, product inspection and commercial packaging operations. The successful candidate must effectively lead a daily team meeting to coordinate and prioritize plant activities within existing resources, effectively manage due dates, and

proactively mitigate issues impacting operations. This individual must also be able to assist in the development, implementation and continuous improvement of related business processes.

## **Who You Are**

### **Requirements:**

The Sr Planner Scheduler performs the following activities in a GMP manufacturing environment:

- Effectively schedule plant production utilizing ERP business system software (SAP).
- Assure the development of Work Center schedules that include utilization of manufacturing, non-production activities and facility maintenance requirements
- Lead a Daily Coordination Team meeting to ensure schedule attainment; cross-functional team consists of representatives from Manufacturing, Material Planning, Facility Maintenance Scheduling, Warehouse Operations, Validation, Site Technology, Quality Assurance and Quality Control.
- Own the daily and weekly production schedules and act as a focal point to resolve issues that arise during normal operations.
- Identify and communicate production bottlenecks and collaborate cross-functionally to mitigate schedule disruption.
- Create and manage stock transfer requests from internal supply sources in the ERP system.
- Ensure fluid integration of system and department processes.
- Provide critical analysis into future Work Center assumptions and capacity targets, manpower, space, and equipment requirements.

### **Competencies:**

- Ability to communicate effectively up and down, at all levels of the organization with clarity and simplicity.
- Excellent planning and prioritization skills with the ability to multitask and adapt. Able to synthesize large amounts of information. Able to deliver results despite shifting environment.
- Able to interface with cross functional teams in order to enable the routine delivery of exceptional operational performance
- Takes accountability for actions, drives results, and learns from mistakes. Is direct and truthful and delivers on promises, goals, and expectations. Makes quality decisions and resolves problems rapidly
- Able to contribute at a functional leadership level beyond own immediate area of responsibility with strong communication skills and ability to forge relationships with a wide range of colleagues across the globe.

### **Job Qualifications:**

- 3-5 years' work experience in in related field required; Supply Chain or Engineering. Preferred
- Strong verbal and written communication skills

- **Pharmaceutical / Biotech industry experience a plus.**
- **Experience with ERP and supply chain systems a plus**
- **Strong Supply Chain Management acumen. APICS Certification a plus**
- **BS / BA required, advanced degree a plus**

Genentech is an Equal Opportunity Employer.