

Project Manager/Sr. Project Manager

Job ID: 00413989

Job Function

Production & Manufacturing

Schedule

Full-time

Location

United States-California
Vacaville

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

There are two open E3/E4 positions.

Job Responsibilities:

- Provide leadership and project management for site and corporate driven projects such as tech transfers, facility modifications, and new construction. Projects are primarily large and/or cross-functional in nature.
- Manage all elements for the planning and design phases including project initiation and conceptual, basic, and detailed design.
- Manage all elements for the construction phase including bid reviews, contract negotiation and management, purchase order processing and tracking, contractor on-boarding, construction supervision, change order negotiation and tracking, build review and punch-list management, turnover package review, and construction phase closure.
- Partner with internal clients such as Facilities Services, Product Development, Quality, and Manufacturing to optimize project evaluation, business case development, prioritization, and execution.

- **Build and drive effective teams through stakeholder identification, clear team member roles and responsibilities, clear work scope, technical acceptance criteria, and schedules.**
- **Plan, coordinate, facilitate, and document project team meetings including agendas, attendance, minutes, decisions, and action logs.**
- **Develop and implement effective communication plans. Drive information flow to stakeholders through regular reporting and communication.**
- **Develop and maintain required documentation through all project phases in approved formats and in accordance with existing information management systems.**
- **Develop and implement metrics for project execution.**
- **Create and drive timelines to keep projects on schedule. Identify significant activities, resources, and milestones. Analyze critical path, identify potential risks, and facilitate resolution. Deliver projects on schedule.**
- **Develop project budgets and drive adherence to project spend projections. Report on variances and facilitate resolution. Deliver projects on budget.**
- **Ensure project compliance with Genentech policies, standards and best practices.**
- **Develop, improve, and drive streamlined project execution, documentation, information management, and business processes in department. Align department work processes to Genentech business processes.**
- **Represent department on cross-functional and corporate teams including OE and business process implementation.**
- **Cultivates strong relationships across the Vacaville site and the Genentech network.**

Who You Are

Job Requirements:

- **BS in Engineering, Biological Sciences, Physical Sciences, or other relevant technical field from an accredited university.**
- **Project management training or certifications are recommended.**
- **A minimum of 8 years of relevant work experience as a project manager preferably for a biotech or pharmaceutical plant. Minimum requirements include experience within a regulated environment and project management in chemical/petroleum industry or architectural and engineering firm.**
- **Experience with all phases of the project lifecycle including initiation, design, construction, commissioning/validation, and closure.**
- **Proven ability to drive projects to completion against budget and schedule constraints.**
- **Skilled in project management methods, tools, and reporting.**
- **Proficient in leadership, facilitation, conflict management, decision making, teamwork, and influence management.**
- **Superb verbal and written communication skills. Must clearly communicate complex ideas to varied audiences that include engineers, scientists, technicians, and executives.**
- **Proficient in Microsoft Word, Excel, Project and Powerpoint. Visio is a plus.**
- **Preferred areas of knowledge include biopharmaceutical and pharmaceutical process and facility design, general knowledge of applicable building codes and related regulations, and FDA and EMA cGMP requirements.**

Genentech is an Equal Opportunity Employer.