

Facilities Services, Real Estate Management Internship

Job ID: 00414022

Job Function

Technical Functions and Maintenance

Schedule

Full-time

Location

United States-California
Vacaville

Job type

Internship / Student

Company/Division

Pharmaceutical

Job Level

Entry Level

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

- Provide project management and administrative support for project team working to determine feasibility of Leadership Energy and Environmental Design (LEED) Certification.
- Work with LEED consultant to set clear performance expectations for team members to ensure successful completion of project objectives.
- Communicates and coordinates among all stakeholders within and outside the GNE organization including but not limited to client groups, service providers, suppliers, procurement to collect LEED Certification data.
- Manage data collected to enable reporting required to generate reports for feasibility or certification processes.
- Organize and develop material for presentation to Genentech and members of the U. S. Green Building Council (USGBC) for LEED Certification.
- Demonstrated success in leadership and organizational management in a technical, team

orientated environment.

- Demonstrated ability to anticipate, prioritize, and adapt to changing workload situations.
- Excellent interpersonal and communication skills.

Who You Are

- Engineering, Technology, Construction or related field, and/or substantial relevant on-the job training.
- Knowledge of LEED principals or sustainability practices as they relate to building construction and design.
- Effective oral and written communication skills.
- Effective organizational skills with project and business systems.
- Ability to read, understand and interpret engineering drawings, P&IDs and specifications.

Genentech is an Equal Opportunity Employer.