

Sr. Planner Scheduler

Job ID: 00414049

Job Function

Production & Manufacturing

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

Summary

The Planner Scheduler is responsible for the detailed scheduling of orders, ensuring materials are available upon order release, and releasing orders to allow the shop floor to execute. The Planner Scheduler monitors the detailed schedule in order to understand and communicate any variances that are occurring, and to provide assessments to mitigate those variances.

Job Responsibilities

May include any combination of the following bullets and the combination may change per business requirements:

- Work under limited supervision
- Convert, create, release, and manage maintenance and/or process orders in SAP according to SOP and Global business processes
- Assess material availability and respond to action messages and/or alerts

- Work closely with Manufacturing, Facilities, service requesters, technologists, engineers, and outside contractors to schedule routine and non-routine production and maintenance activities
- Assess schedule feasibility and elevate issues to appropriate stake holders such as Master Production Scheduler, material scheduler, maintenance scheduler, manufacturing area managers where appropriate
- Assess Material availability and escalate to material scheduler and/or material planner as appropriate
- Lead scenario planning, risk analysis, and contingency planning relating production, maintenance, and/or scheduling
- Coordinate effectively with other schedulers, product planners, or material planners where appropriate to ensure a viable schedule
- Escalate all recipe issues to Data Analysts (includes ensuring that recipe capacity information is accurate)
- Demonstrate knowledge of Schedule Plant Resources business process by updating Business Process Instructions, Process Flow Maps, or Work Instructions.
- Provide Supply Chain expertise to continuously improve the planning and scheduling of resources
- Lead improvement initiatives that impact multiple areas using OE methodologies, with minimal guidance.
- Train personnel and internal customers on relevant business processes.
- Lead cross functional team initiatives for new and upgraded system implementation

Who You Are

Job Requirements

Education and Experience

* 5 years of experience in a scheduling role or equivalent with strong emphasis and experience in customer service

* Bachelor's degree in biological, business, engineering and/or physical sciences or equivalent experience desired.

Knowledge, skills and abilities

* Experience using ERP systems such as SAP

* Project Management experience desired

* Strong interpersonal, organizational and communication skills both written and oral

* Experience implementing new business processes and supporting organizational change

* Ability to communicate effectively at all levels of the organization

* Strong analytical skills and proficiency with spreadsheets

* APICS certification a plus

Work Environment/Physical Demands/Safety Considerations

- Ability to work overtime and adjust working schedule beyond normal 8am-5pm 8x5 work week to support 24x7 operations
- Ability to respond to after hours support calls.
- Lifting up to 15lbs may be required
- Standard work requires significant amount of keying and mousing. Must be able to accommodate extended periods of computer usage to meet business needs.
- Ability to stand or sit for at least 6 hours each day.

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