

Senior Management Associate, Pharma Technical Development (PTD)

Job ID: 00414250

Job Function

Management Administrative Support

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

You will be responsible for a wide range of administrative duties supporting the head of Global Technical Development, as well as the global PTD leadership team and the broader PTD organization. As leader of the PTD administrative team, you will handle a wide variety of coordination activities to ensure a productive team environment and culture across PTD. As part of the senior leadership administrative staff at GNE and of the PTLT, you be responsible for working collaboratively across organizational boundaries to support GNE and PTLT leadership. You will deal with confidential and time sensitive material in a fast paced, dynamic, global setting. Your experience and mature judgment will be essential in planning and executing projects, planning offsites, townhalls, celebrations, and other activities helping to create a great place to work. You will represent the PTD organization. You will provide a key partnership to the Head of PTD and contribute to her effectiveness through your ability to multitask, organize, plan, engage, and prioritize with minimal direct supervision.

Administrative support includes:

- Managing electronic calendar, scheduling & global meeting management including coordination of telepresence, videoconference, teleconference meetings and meeting materials
- Creating, editing presentations, spreadsheets and word documents, proofreading and

compilation of special reports.

- Handling correspondence and shared electronic filing system
- Making extensive international travel arrangements.
- Preparing expense reports.
- Initiating and managing purchase orders and contract processes including PO, invoices and payment tracking.
- Arranging various recruiting activities such as on-site interviews.
- Coordinating meeting and conference arrangements, planning off-site, town hall meetings, and organizing catering
- Leading the PTD administrative team meetings to ensure alignment, awareness of new business processes, and create a sense of community.
- Delegating various departmental administrative responsibilities and supporting the growth and development of the PTD administrative team.

Who You Are

- Associate Degree and 10+ years administrative and clerical experience or High School and 15 years administrative and clerical experience.
- Executive assistant skills/background or equivalent with >5 years of experience supporting high-level senior management or equivalent work experience in a fast paced atmosphere
- Ability to work independently and in teams including on projects requiring complex planning.
- Willingness to take initiative, capable of prioritization and follow through
- Executive presence and ability to maintain confidentiality
- Interest in and willingness to learn about cultures in order to work in a global environment
- Excellent interpersonal skills, likes people and helping others
- Demonstrated strong organizational abilities and a high attention to detail
- Demonstrated strong communication capability
- Advanced word-processing and computer skills, including speed and accuracy, on Microsoft Word, PowerPoint, Excel, and Internet browsers.
- Proficient in MS Office with advanced PowerPoint skills. Experience in creating and editing presentation, graphics and spreadsheets.
- Excellent written and verbal skills. Advanced writing skills that include composition, grammar, spelling proofreading, and formatting.
- Displays professionalism in all internal and external endeavors.
- Ability to manage multiple activities simultaneously desired.
- Knowledge of Genentech and Roche business, organizations, guidelines, policies and systems a plus.
- Good judgment and initiative in resolving problems and making recommendations.
- Limited travel may be needed, and flexibility in working hours.

Genentech is an Equal Opportunity Employer.