

Project Manager

Job ID: 00414516

Job Function

Project Management Development

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

The Project Manager position will work in the Operations & Business Infrastructure function and is responsible for planning, executing, evaluating projects according to predetermined timelines & budgets, and ensuring quality control throughout project life cycles. The primary responsibilities include, but are not limited to, the following:

- Provide business and project management support across a broad range of projects in Medical Affairs with primary focus on providing support to the Field Medical Teams (FMT)
- Build and manage the FMT Strategic and Operational Plan, working with key internal stakeholders to enable effective evaluation of current gaps, future needs, prioritization and resource alignment/allocation
- Perform project budget and work plan reviews, project alignment and prioritization activities and resource utilization analyses
- Partner with IT function and/or work with project sponsor and stakeholders to complete project charter outlining scope, goals, deliverables, required resources, budget and timing
- Responsible for driving and delivering the project on-time & within budget and meeting the strategic business needs through effective project management methodology/principles
- Manage project scope, resources and stakeholders expectations/requirements

- Develop systematic approach, ongoing improvements and innovations to enhance performance in problem solving and project management
- Build coalitions among the various stakeholders and negotiate authority to move projects forward
- Proactively engage stakeholders throughout the project to gain their commitment, agreement and support on the proposed solutions, priority setting and implementation
- Consult and provide advice; facilitate discussion and resolve conflict; establish trust, build and use cross functional relationships to accomplish work objectives
- Advocate on behalf of stakeholders to negotiate with service provider (e.g. vendor and/or IT function) to ensure proper solutions meet the business strategic objectives
- Facilitate and lead all aspects of organizational changes for the assigned project responsibilities
- Communicate and/or present project timeline, risks, and overall status to the business functional leaders, senior managers, all appropriate stakeholders, and project team members
- Establish timely and proper communications to business sponsor and stakeholders that includes centralizing projects activities & information via dashboard or other mechanism
- Make decisions and take timely independent action in pursuit of priorities

Who You Are

WHO YOU ARE:

- 3-5 years work experience in project management or equivalent
- Experience working in a team-oriented, collaborative environment
- Experience with project management methodologies, concepts, techniques and tools
- Must work well as a member of a diverse team and in a proactive, positive and collaborative manner
- Must demonstrate working knowledge of specific business or functional area, analytics and industry best practices
- Excellent written and verbal communication skills, with a focus on exceptional customer service and quality deliverables. Proven facilitation and influencing abilities
- Excellent leadership, problem solving and analytical skills
- Excellent interpersonal and organizational skills
- Ability to elicit cooperation from senior management and cross functional leadership
- Ability to create and manage work plans / timelines and handle multiple priorities
- Proven track record for consistently meeting or exceeding qualitative, as well as any relevant quantitative, targets and goals
- Rapidly adapt and respond to changes in environment and priorities
- Business travel, by air or car, is required for regular internal and external business meetings
- Plus: Bio-tech / Pharmaceutical industry experience
- Education:
- Bachelor's degree or equivalent experience in business administration, computer information systems (CIS/MIS), computer science, systems design, or equivalent field.
- Plus: PMP certified or project management related certification and/or professional education
- Plus: Post-graduate work in a related field

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