

Management Associate, GPP Commercial Services

Job ID: 00414644

Job Function

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

Description

Management Associate, U.S. Commercial Services

Reporting to the Head of U.S. Commercial Services, the Management

Associate will provide high-level administrative support to the Head and leadership team members of the U.S. Commercial Services department.

Job Description:

The Management Associate supports the assigned executive and team (as appropriate) with a variety of group administration and operational activities.

Example Duties and Responsibilities:

- Acts as the departmental "go-to-person" for general operational or administrative questions or Genentech policies U.S. Commercial Services guidelines or other inquiries. There is a strong emphasis on organization and proactive coordination of activities.
- Complex calendar management including meeting scheduling and resolution of scheduling

conflicts

- Frequent interaction and planning with executive-level assistants and their customers
- Manage, plan and execute on key project support for management team, including representing company to wide range of partners and outside vendors
- Provide general administrative and clerical support to all areas in U.S. Commercial Services, as required
- Participate, plan, coordinate and prioritize work within or across teams' in support of department projects and goals using independent judgment and initiative
- Attend and actively participate at staff level meetings as required, coordinate/publish agenda and meeting minutes
- Address problems and develop practical, thorough, and creative solutions
- Independently create and deliver communications based on general instructions
- Generate, disseminate and maintain departmental documents and information
- Administer and contribute content for the department's communication platforms, including portals, newsletters, and announcements
- Coordinate, schedule and execute departmental off-sites, team meetings, and activities,

including cross-functional meetings or events

- Manage deadlines related to business planning as well as other special projects
- Develop, implement and evaluate department work processes and procedures
- Collaborate with Admin team to support complex projects and deadlines
- Proactively assess travel needs and plans and propose arrangements
- Coordinate, monitor and track department contracts and PO's
- Schedule candidates for open positions within the department
- Actively participate in the on-boarding of new hires
- Exercise independent judgment and discretion of sensitive/confidential and proprietary information
- Actively participate in Global Pharma Procurement and Commercial activities
- Ensure compliance with Genentech policies and guidelines in all endeavor

Who You Are

Qualifications and Experience:

(unless stated as "preferred" or "a plus," all other criteria is required)

* Bachelors Degree is preferred

* An average of 3 - 5 years' related administrative, operations or project management experience (experience gained in the pharmaceutical/biotechnology industry is strongly preferred)

* Must demonstrate outstanding computer skills and specific proficiencies with Microsoft Word, Excel, PowerPoint, and gApps on MAC system

* Must demonstrate outstanding office management and administrative skills (as evidenced

through previous work experience and accomplishments)

* Proven track record of meeting or exceeding objectives & goals

Genentech is an Equal Opportunity Employer.