

## Senior Administrative Associate

Job ID: 00414707

### Job Function

Information Technology

### 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 Senior Administrative Associate (SAA) position provides full and diversified administrative support to designated members of Genentech Informatics (GI).

### Duties will include, but are not limited to:

- Coordinating meetings and events making travel arrangements, preparing reports and interacting with customers and vendors.
- The SAA must be able to utilize good judgment in managing calendar appointments and access to Manager's schedules.
- The SAA will also be responsible for coordinating, assembling and packaging presentations, agendas and other meeting materials.
- The SAA will be expected to manage conference room scheduling and coordinate meetings with other Managers within GI and across the Company.
- They must be professional in demeanor and appearance, and courteous and friendly.

## Who You Are

### Qualifications:

- Proven ability to perform at a Senior Administrative Associate level

- Ability to work well with all levels of internal leaders, customers, employees and outside vendors
- Must be flexible and adaptable
- Strong calendaring and catering skills
- Ability to prioritize and multi-task as needed
- Ability to receive and act upon “ad-hoc” requests
- Effective written and interpersonal communications
- Exercise independent judgment and discretion with sensitive/confidential and proprietary information
- Ability to think proactively, creatively and strategically
- Strong attention to detail
- Activities may be requested by several Managers
- A team oriented individual. The SAA is expected to assist other members of the Administrative Team as needed

**Requirements:**

- 5 years general office experience of which at least 2 years spent on the Management level
- Basic accounting knowledge with the ability to analyze and synthesize data
- Strong PC computer skills with proficiency in Word, Excel, PowerPoint, Google suite of apps such as gmail, gcal and gdocs and SAP
- Bachelors degree preferred

Genentech is an Equal Opportunity Employer.