

Sr Administrative Associate Onc HEOR US Medical Affairs

Job ID: 00414775

Job Function

Administrative Assistance

Schedule

Full-time

Location

United States-
United States

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

All candidates are encouraged to apply, however a preferred candidate has been identified.

The ideal candidate must have demonstrated the ability to handle confidential, complex and sensitive information, and the ability to establish administrative processes and procedures to assist the group with projects and tasks. Candidate will provide accurate and effective administrative support for Managers within the group and coordinate administrative duties with other Administrative Professionals to provide seamless support for the group.

*Manage multiple schedules with heavy calendaring of complete meetings. Arrange, coordinate and support meetings, events and activities both on and off-site.

*Identify and anticipate needs of the group and plan work activities accordingly. Look for areas of activity overlap with co-workers and leverage resources to maximize time, resources and dissemination of information.

*Generate, disseminate and maintain documents and information. Develop, implement and evaluate department work processes and procedures. Manage deadlines related to

business planning as well as special projects.

*Collaborate with Admin team to support complex projects and deadlines.

*Understand and troubleshoot from a broader perspective and anticipate the impact of office admin problems and solutions on the other areas.

* Understanding and experience with approval processes for vendor contracts, ideally within GNE, is highly desirable. A large fraction of the workload for this position will be administering contracts for HEOR research partners.

General office responsibilities include but not limited to:

*Schedule and coordinate staff onsite/offsite meetings, assist with special projects, schedule travel for staff, process payment and expense reports, plan, schedule and coordinate WebEx's and teleconferences, maintain files, order department office supplies, order catering and other supplies for a variety of meetings and events, fully utilize MAC and software applications. Exercise independent judgment and discretion of sensitive/confidential information.

Who You Are

A minimum of an AA degree and 3 years administrative experience or transferable administrative skills or a High School Diploma and 5-6 years of administrative experience or transferable administrative skills.

Must be a self-starter who is proactive, and able to prioritize and work in a collaborative team environment with minimal supervision.

Excellent organization, communication and prioritization skills.

Demonstrated ability to resolve problems and handle complex issues using sound judgment.

Able to multi-task and be flexible

Able to work under pressure while maintaining focus and positive attitude

Ability to handle routine and impromptu assignments with minimal supervision

Highly proficient in complex gCal calendaring, gMail, PowerPoint, Word and Excel, Concur and should be MAC friendly

Genentech is an Equal Opportunity Employer.