

Sourcing Manager - Marketing & Sales, Advertising and Production

Job ID: 201908-123748

Job Function

Operational & Transactional
Procurement

Location

South San Francisco
California
United States of America

Schedule

Full time

Job type

Regular

Company/Division

Pharmaceuticals

Job Level

Individual contributor

The Position

As a Sourcing Manager, you will be a part of the Global Procurement Region Americas team focusing on Marketing & Sales sourcing with a focus on Advertising and Production (creative agency, print/promotions, and meetings/events management) categories across Pharma and Diagnostics and is located at the South San Francisco site.

Global Procurement (GP) is a key function that delivers value to Roche by leveraging market knowledge, subject matter expertise and business insights in the procurement of goods and services and the management of Roche's third party spend. Through collaboration with our external suppliers and internal business partners, GP helps bring innovative tests and medicines to patients.

The Americas Regional Procurement team is responsible for translating business requirements into Procurement activities and provides employees – from facilities managers, to brand teams, to research scientists – with all day-to-day procurement services. Our team represents Global Procurement to our regional stakeholders and is a key point of contact for employees to support their requirements for goods and services to sustain our business and operations. As a key link between stakeholders and the wider procurement organization, we ensure regional input and needs are considered as Global Procurement proactively develops strategies and solutions for our stakeholders' current and future needs.

As a Sourcing Manager for the Marketing & Sales Agency and Production team in the Americas, reporting to the Advertising and Production Business Partner, Americas Sales and Marketing, you will be providing day-to-day procurement sourcing activities and will be responsible for the effective stakeholder management, project management and execution of various complex and high value operational procurement activities for business prompted, and in some cases procurement driven sourcing requests within Marketing & Sales in

compliance with relevant policies, standards and operating procedures.

You have experience and knowledge of procurement and sourcing tools and the overall sourcing process and methodology, such as documenting requirements, conducting analysis and negotiations, and communicating with stakeholders and suppliers. The role has a strong understanding of Marketing and Sales stakeholder functions and category spend characteristics, and effectively establishes and develops business partnering relationship with key stakeholders to translate business needs into sourcing requirements. In addition to providing high levels of internal customer service, the role will also contribute to maximizing overall procurement savings and impact.

Your responsibilities:

1. Operational Sourcing Activities

- Perform operational sourcing activities by executing operational sourcing requests within the region ensuring a focus on efficiency and the quality of customer service.
- Understand end user requirements and leverage the applicable category buying guides and sourcing knowledge to determine the best method for driving value in meeting the requirement.
- Support the creation and review of relevant purchasing documents and communicate the status, progress, and outcomes of sourcing activities.
- Application of the sourcing process (RFIs, RFQs, RFPs) for the delivery of operational sourcing activity, including the application of eSourcing tools. Support the implementation of new processes, policies, and technologies.
- Collaborate with the requisition to pay (R2P) Procurement team to ensure that the requisitioning component of the procurement process is delivered.
- Execute escalated sourcing requests from site-based Procurement and provide a support role for site-based or regional Procurement as required.
- Responsible for maintaining information flows back to other regional Procurement and Global Category teams
- Ensure that Procurement operational targets and metrics on customer service are delivered. Track and monitor these metrics where required.

2. Business Partnering, Category and Procurement Activities

- Conduct operational Business Partnering with specific stakeholders within the region and in alignment with the Global Category and Supplier Management teams.
- Provide input and feedback on high value procurement opportunities and support the creation of Category Guides and Strategies.
- Deliver Category Strategy execution and Supplier Management activities for specific suppliers within the region and in alignment with the Global Category and Supplier Management teams.
- Support stakeholder handover to Transactional Procurement (i.e. SSC)

This position is not eligible for relocation.

Qualifications:

- University degree or equivalent work experience
- 3 - 5 years in marketing and sales business experience
- Experience and knowledge of strategic sourcing, supplier management and demand management approaches
- Experience or demonstrated understanding in supporting cost reduction and value improvement programs

- Excellent stakeholder management and communication skills and demonstrated experience in translating business requirements into procurement specifications with customer service in mind
- Experience and knowledge in procurement systems and processes for efficient management of contract documentation, templates and processing tools
- Experience or knowledge of Center of Excellence or Shared Services operating environments

Who We Are

A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 40 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. Genentech has multiple therapies on the market for cancer & other serious illnesses. Please take this opportunity to learn about Genentech where we believe that our employees are our most important asset & are dedicated to remaining a great place to work.

Genentech is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital & veteran status. For more information about equal employment opportunity, visit our [Genentech Careers page](#).