Genentech
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Date: 09/24/19

Materials Specialist/Senior Specialist/Technologist, iNeST

Job ID: 201908-124231

Job Function
Logistics

Location
Hillsboro
Oregon
United States of America

Company/Division
Pharmaceuticals

Schedule
Full time

Job type
Regular

Job Level
Individual contributor

The Position

Please note there are multiple positions available. We are hiring at multiple levels: Materials Specialist, Senior Materials Specialist, and Materials Technologies.

Main Purpose of the Position:

This position is part of Genentech's' Pharma Technical - individualized NeoAntigen Specific Therapy (iNeST) team based in Hillsboro, Oregon. iNeST is a next generation immunotherapy for the treatment of patients with cancer on a per patient basis. In this critical role, you will be part of a dedicated cross-functional team working on production start-up activities such as the design, installation, testing, and validation of manufacturing equipment, processes, and the quality approach for this exciting and novel technology.

Materials Specialist / Technician III / Technician II are responsible for the execution of product logistics in a cGMP environment. This includes the receipt and inspection, storage, wipe down and issuance of kitted and non-kitted GMP materials used in production and final product shipping/distribution to our customers. Other responsibilities included performing data entry into various business systems and databases ensuring department compliance with policies and procedures.

Responsibilities:

- Perform all work activities in a safe and compliant manner according to all Genentech policies, procedures and trainings
- Receive, identify, quarantine, store, handle, dispense, release, and issue raw materials, starting materials, intermediates, reagents, labels, GMP supplies and packaging materials.
- Assist with maintaining an accurate inventory (paper and electronic), expiration, and retest records for all GMP materials.

- Coordinate disposition of all expired materials and maintain applicable documentation.
- Participate in internal GMP inspections when needed
- Proficient in both DOT & IATA shipments, including applicable certifications.
- Interface with a variety of departments when coordinating shipping and receiving.
- Maintain appropriate training for import/export shipping and receiving. Proficient in associated documentation for all import/export activities.
- Maintain general supplies, orders and re-stock GMP areas as required.

- Preform and assist with deviations, change control, and corrective / preventive actions within the established Quality management system

- Ability to create and revise standard operating (SOP) reverent to department processes
- Access various business systems and input data with a high level of accuracy (i.e. decommissioning of materials, material destruction, plant to plant movements, and other non-routine ERP transactions)
- Record creation, collection and storage per corporate retention schedules
- Perform department related project activity that may include investigating, analyzing, formulating possible solutions, documenting processes, and communicating results
- Schedules transportation for outgoing shipments for inbound and outbound operations
- Using manual labor, pallet jacks, and forklifts, move product and both GMP and non-GMP supplies to and from storage locations and delivery trucks
- Assorted additional duties as assigned.

Qualifications / Requirements:

- BA or BS degree in Business Administration or related fields is preferred
- Materials Technician II = 4-5 years, III = 5-6 years, Specialist = 7+ years of experience.
- Ability to follow detailed verbal and written instruction
- Good basic mathematical skills
- Ability to repeatedly lift 50 lbs
- Proficiency with PC desktop applications and business operations software system
- Ability to lead, coach, and influence in a highly cooperative and dynamic environment
- Flexibility in assignments and able to work over-time, holidays, weekends and different shifts as required to meet business and customer needs
- Strong organizational, communication and interpersonal skills
- Valid driver’s license with acceptable driving record (if applicable)
- Experience and proven abilities to analytically investigate and troubleshoot system issues and drive the implementation of solutions.
- Demonstrated ability to plan, prioritize, and execute work appropriately with minimal supervision
- Experience in Quality management systems working on deviations, change control, and corrective / preventive actions
- Experience in Lean methodologies
- Experience with cell therapy manufacturing is preferred
- Experience in personalized health care environment preferred

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.