gRED IT LEAP Project Manager

Job ID: 202103-106245

**Job Function**
IT Portfolio and Project Management

**Schedule**
Full time

**Location**
South San Francisco, California

**Company/Division**
Pharmaceuticals

**Job type**
Regular

**Job Level**
Individual contributor

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**The Position**

The growing gRED IT Lab Engineering, Automation & Productivity (LEAP) group supports the IT needs of Genentech’s Research and Early Development (gRED) laboratories. LEAP seeks an inspirational and talented project manager to translate business strategy into technology-enabled solutions for groups across the gRED organization. Your responsibilities will include working across a diverse team of lab scientists and IT professionals to manage projects that will analyze and design business processes, elicit and manage requirements involving key business stakeholders, design user-centered systems, and document software solutions for business and lab operations. You will join a growing LEAP team with a variety of skills and experiences in both technology and life sciences. Together you will have the opportunity to shape and build a modern R&D environment that propels Genentech’s drug development ambitions. Genentech provides an exceptional research environment composed of internationally recognized leaders, state of the art core facilities with cutting edge technologies, and a drive for innovation. We foster a highly inclusive and collaborative community, and as such, you will interact closely with leading scientists, talented IT professionals and others, all working together to deliver lifesaving therapies to patients.

**Responsibilities:**

- Provides project management and business analysis for various applications requiring customer input using meeting facilitation to determine needs and develop solutions
- Manages multiple projects of diverse scope across functional areas
- Creates and/or assists with required project documentation practices such as user requirements, epics/users stories, functional specs, and risk, security assessments, communication, stakeholder & change management, testing, deployment, and support plans
- Manages project budgets, scheduling, planning and track vendor and resources’ performance including billing against budget and contracts/SOWs
- Identify, recommend and implement opportunities for streamlining team and business processes
- Act as one of the IT points of contact to gRED Labs, partnering with them to understand their IT issues and needs, and leading efforts to implement lab projects that require IT.

**Successful candidates will have many of the following attributes:**
Minimum education level is a bachelor's degree, preferably in a science or technology discipline
5 years of IT project management experience
A professional focus on solution delivery and customer service
Ability to navigate between local and global teams, communicating and influencing effectively
Excellent verbal and written communication skills with ability to manage vendors, project teams and stakeholders at all levels, including directors and executives
Jira administration experience
Previous experience working in life sciences or drug development preferred
Technology: Has a thorough understanding of information systems, including IT security
PMI PMP certification and Scrum Master Certification or equivalent preferred

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Who We Are

Genentech, a member of the Roche group and founder of the biotechnology industry, is dedicated to pursuing groundbreaking science to discover and develop medicines for people with serious and life-threatening diseases. To solve the world's most complex health challenges, we ask bigger questions that challenge our industry and the boundaries of science to transform society. Our transformational discoveries include the first targeted antibody for cancer and the first medicine for primary progressive multiple sclerosis.

Diversity and Inclusion (D&I) are critical to the success of our company and our impact on society. We believe that by championing diversity of background, thought and experience, we can foster a sense of belonging and provide an environment where every employee feels valued, included, and able to contribute their best for the patients we serve. We're focused on attracting, retaining, developing and advancing our people to their full potential by rewarding bold ways of thinking and integrating inclusive behaviors into every aspect of our 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