



AMGEN[®]

OUR VALUES

- Be Science-Based • Compete Intensely and Win
- Work in Teams • Create Value for Patients, Staff and Stockholders
- Trust and Respect Each Other • Ensure Quality
- Collaborate, Communicate and Be Accountable • Be Ethical

Amgen is a leading human therapeutics company in the biotechnology industry. For more than 25 years, the company has tapped the power of scientific discovery and innovation to advance the practice of medicine. Amgen pioneered the development of novel products based on advances in recombinant DNA and molecular biology and launched the biotechnology industry's first blockbuster medicines. Today, as a *Fortune* 500 company serving millions of patients, Amgen continues to be an entrepreneurial, science-driven enterprise dedicated to helping people fight serious illness.

Amgen's corporate headquarters is located along the southern California coast between Santa Monica and Santa Barbara (40 miles west of Los Angeles). Amgen offers an exciting and competitive compensation plan including annual bonus, stock, 401(k), healthcare benefits, on-site gym, on-site childcare, affinity group networking, mentorship programs, and much more.

Job Posting Title: Senior Stock Plan Administrator
Job Title: Senior Associate Global Stock Plans

The Sr. Associate Global Stock Plans is responsible for processing a wide variety of transactions for Long-Term Incentive (LTI) grants and the Employee Stock Purchase Plan (ESPP) as well as ensuring the integrity of Amgen's stock database. Other duties include internal reporting and providing quality customer service to staff members globally with regard to their stock benefits. In addition, the Sr. Associate Global Stock Plans is responsible for assisting the Sr. Manager Global Stock Plans with special projects. Other duties may be assigned.

Responsibilities:

- Maintain the integrity of Amgen's stock plans by monitoring automated data feeds and reconciling all activity impacting the plans, such as new grants, purchases, exercise or vesting transactions and cancellations.
- Handle special vesting or termination processes for restricted stock units, stock options and performance units in accordance with Amgen's stock plans.
- Monitor the daily administration by our designated LTI and ESPP brokers to ensure the accuracy and completeness of all transactions and reporting.
- Provide timely and accurate reporting to support Amgen's annual report, proxy, federal and state income tax filings, SEC filings, and payroll and SOX reporting.
- Provide analysis and support to Sr. Manager, Global Stock Plans for special process improvement and product enhancement projects involving our program vendors.

Basic Qualifications:

- Master's degree
- OR
- Bachelor's degree & 2 years of directly related experience
- OR
- Associate's degree & 6 years of directly related experience
- OR
- High school diploma / GED & 8 years of directly related experience

Preferred Qualifications:

- Bachelor's Degree in a quantitative field of study is highly desired (i.e., accounting, finance, economics, business, etc.)
- 5+ years of work experience requiring use of analytical skills, commitment to accuracy and attention to detail including use of Microsoft Word, Excel and Outlook in an office setting
- Stock plan administration experience and experience with major stock plan software desirable
- Certified Equity Professional Level 1 or higher
- Experience with SAP
- Excellent interpersonal and teamwork skills
- Ability to work in a fast-paced environment
- Ability to prioritize and handle multiple projects and deadlines
- Ability to work independently with minimal supervision
- Local candidates preferred.

Application Instructions:

In order to be considered for this position you must apply through Amgen's website.

Go to www.amgen.com/careers and then search jobs available within Human Resources area and job's reference number **12037BR**.

We will consider only candidates who apply to Amgen's jobs via www.amgen.com/careers

As an EEO/AA M/F/V/D employer, Amgen values and encourages diversity in the workplace.