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| Job Title | Wet Goods Admin Team Member |
| Job Level | 5 |
| Location | SBP |
| Business Unit | Group Packaging & Supply Chain |
| Function | Packaging |
| Leader | Wet Goods Team Leader |
| People Leadership | N/A |
| Role Purpose | |
| <p>To support the Operational functions by co-ordinating full container loads (FCL) and loose container loads (LCL) processes in order to meet daily targets and customer service. To prepare HMRC documentation in order for goods to be despatched and movement of goods to be compliant.</p> | |
| Accountabilities | |
| <ul style="list-style-type: none"> • Ensure tasks within Admin function are compliant with Health & Safety, Environmental and Customs & Excise legislation in order to maintain compliance with all regulatory bodies • Ensure housekeeping and that safe working practises and quality procedures are adhered to in line with ISO 9001 BRC, environmental & HMRC requirements for compliance • Produce relevant transport documentation and implement best practise processes and procedures within Admin function, specifically DLL, FCL and LCL processes and HMRC documentation, in order to maximise team effectiveness and flexibility, ensuring a strong interface with key internal & external stakeholders. • Deputise for wet goods coordinator in their absence and attend any relevant team meetings • Support the deployment of team members within the function in order to deliver results in line with the Wet goods strategy and to meet internal/external stakeholders requirements. This includes supporting wet goods team with pick audits, change requests, return of stock from external warehouse and PO creation. • Support the improvement of processes and procedures for wet goods team and ensure that any changes to procedures as a result of any new HMRC legislation are carried out accurately and within the set timescale • Demonstrate behaviours in line with our values and diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy. | |
| Created by: | Helen Hume |
| Date: | 30th May 2022 |
| HRBP: | Lesley Ogle |
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