

<b>Job Title</b>	<b>Manager, POS &amp; Planning</b>
<b>Business Unit</b>	ODCBU
<b>Function/Region</b>	Marketing
<b>Location</b>	New York, New York
<b>Leader</b>	Senior Manager, Marketing Services
<b>People Leadership</b>	N/A
<b>Job Level</b>	4B
<b>Role Purpose</b>	
<p>Execute the day to day activities for Point of Sale (POS) development for portfolio of brands and all item categories. Align POS deliverables with annual brand planning cycle and priority program calendar by managing a detailed timeline and deadline process. Manage multiple stakeholders, including agencies and brand managers, to ensure timely delivery of POS to local markets.</p>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Lead POS development and ordering timelines for US organization. Partner with brand, region marketing, and commercial leadership to align on programming calendar and POS development deadlines.</li> <li>• Lead WGS Ready tool development process for US organization. Ensure all stakeholders (brand, region marketing, commercial, and agencies) are completing deliverables and hitting key milestones. Supervising production to ensure tools are delivered on time and on budget.</li> <li>• Lead communication strategy by creating and managing detailed process tracker or calendar that is visible to all key stakeholders, including, POS agency, creative agency, shopper agency, and brand management teams</li> <li>• Owner of POS Ordering Windows (bi-annually or as needed) process for commercial and brand teams, including communication, pre-read development, data collection, and training. Continue Order Window optimization by leveraging data and stakeholder feedback.</li> <li>• Development and execution of POS shipping strategy. Supervise warehouse shipping partner to ensure efficient strategy execution and on time delivery. Lead continuous strategy optimization based on previous year's learnings.</li> <li>• Maintain, update, and optimize POS tools including Project Manager and US POS Dashboards</li> <li>• Manage \$10M WGS Ready Central POS Budget</li> <li>• Collaborate with Global brand, shopper and commercial planning teams on POS process, timing, and tool alignment</li> <li>• Work with Senior Manager to implement other POS initiatives</li> </ul>	

## Values



**BE PROUD**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products



**BE RESPONSIBLE**  
We expect every individual and their teams to be accountable and to perform to their full potential



**BE SUSTAINABLE**  
We wish to make a positive contribution to our communities and to our environment



**BE PROFESSIONAL**  
We value integrity, transparency, professionalism and constructive debate within a team working culture



**BE ENTREPRENEURIAL**  
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



**THINK LONG TERM**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products

## Core Competencies:

### Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

### Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

### Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

### Persuading and Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

### Applying Expertise and Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

### Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

**Skills and Qualifications:**Essential:

- Bachelor's degree
- Minimum 4 years of experience in Point of Sale (POS) development
- Experience working with multiple stakeholders including brand managers and agencies
- Strong process development and implementation skills
- Detail-oriented with strong written & verbal communication skills
- Ability to be organized amidst varying priorities and deadlines
- Adaptable to evolving Trade Marketing and business strategies

Desirable:

- Experience in the beverage/alcohol industry