



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Global Merchandising &amp; Gifting Coordinator</b>
<b>Business Unit / Group Function</b>	BBU
<b>BU Team / Sub-Function</b>	Global Marketing – Marketing Excellence
<b>Location</b>	Richmond / Dublin
<b>Team Leader</b>	Global Marketing Operations Lead
<b>Team Members</b>	No
<b>Job Level</b>	4B
<b>Role Purpose</b> To coordinate all activities in relation to the successful and timely delivery of Point of Sale Materials (POSM) and Gifting across all markets whilst minimising obsolescence risk and stock holding costs. Provide effective customer service to the markets including system support and POSM order/delivery tracking.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Coordinate all areas of communication between suppliers, markets, and internal stakeholders to ensure on time, in full delivery of POSM and Gifting.</li><li>• Process and manage all POSM orders as required by market from preparation of documents in line with agreed incoterms, pricing and booking of freight (if required) and identification of any testing and other importation certification requirements.</li><li>• Provide effective customer service to the markets including system support and POSM order/delivery tracking as well as related relevant reporting.</li><li>• Train and support all relevant customer marketing functions in market on the POSM Procurement System and become a super user.</li><li>• Raising of supplier and internal POs and responsible for reviewing warehousing costs in line with agreed terms.</li><li>• Prepare and coordinate forecasting and stock holding levels as defined by Head of Global Merchandising.</li><li>• Support the facilitation of any required transit trials and quality checks pre and post transit/delivery.</li><li>• Prepare all IP and Specification transfers and ensure they are kept up to date in the Digital Asset Management library.</li><li>• Develop a strong understanding of the supply chain requirements for Third Party Distributors and Owned Distribution Companies.</li><li>• Understand and analyse trends and seasonal profile for key markets, to support and advise the commercial teams where there is evidence that the demand plan may require revision.</li><li>• Support and manage new item introduction in line with Commercial and GBT requirements while minimising excess and obsolete stock.</li><li>• Evaluate and resolve issues ensuring escalation to Marketing Operations Lead as per the defined policy.</li><li>• Participate in projects to integrate new suppliers or develop any NPD as required to ensure delivery on time in full.</li><li>• Develop and maintain professional and productive relationships across all key stakeholders to support operational performance and ensure that accurate and relevant information and reporting is shared in a timely manner.</li><li>• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.</li><li>• Demonstrate behaviours in line with, and support the achievement, of our Company values with a focus on creating and promoting a diverse and inclusive culture where teamwork is central to creating our legacy.</li></ul>	



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