



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Stock Take Team Member</b>
<b>Internal Reference</b>	OBU-0397
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Group Distilling & Technical
<b>Location</b>	Dufftown
<b>Team Leader Role</b>	Planning & Reporting Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
<p>To ensure the safe, efficient and accurate counting and reconciliation of stock in maturation warehouses in accordance with the Company's stock management plan. All stock management must be compliant with all relevant legislation.</p>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Implement the stock taking strategic plan by completing accurate stock takes in both racked and palletised warehouses to reconcile the physical stock with the stock records.</li><li>• Conduct stock counting activities by barcode scanning / restowing casks in accordance with compliance requirements for palletised warehouse operations and stock management.</li><li>• Support reconciliation process which include but are not limited to – sampling, re-ticketing of casks, warehouse transfer requests, documentation retrieval, follow up investigations for missing casks in accordance with HMRC legislation.</li><li>• Maintain stock records and other relevant documentation in accordance with HMRC and other legislative requirements.</li><li>• Carry out cask handling and related spirit supply activated as required in full compliance with health and safety, environmental and HMRC legislation.</li><li>• Report and track all non-compliances in line with the empty cask procedure, low cask procedure, missing ticket procedure.</li><li>• Report and log all identified cask quality issues to leadership to ensure feedback to key stakeholders and track in accordance with HMRC guidelines.</li><li>• Continually review and feedback on processes and procedures to identify improvements and support the achievement of the strategic plan.</li><li>• Maintain a safe working environment and report any safety related issues in the maturation warehouse to leadership and the SHE Advisor.</li><li>• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at William Grant &amp; Sons where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.</li></ul>	