



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Bottling Samples Team Member</b>
<b>Internal Reference</b>	OBU-0431
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Packaging
<b>Location</b>	SBP
<b>Team Leader Role</b>	Facilities Manager
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
To co-ordinate, control and produce market samples (e.g. dress packing) to specified quality standards in compliance with all relevant legislation.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Ensure that safe working practises and quality procedures are adhered to in line with ISO 9001, BRC, environmental and HMRC requirements for compliance.</li><li>• To operate and optimise specific asset settings to ensure repeatable, consistent and efficient performance in accordance to samples schedule requests schedule.</li><li>• Prepare all market request samples, spirit and mock. This includes all new product launches and all competitions entered by the company. Arrange delivery and track samples to market.</li><li>• Conduct quality checks at predetermined slots in the process to ensure quality is being achieved and maintained. Takes appropriate corrective action if necessary.</li><li>• Manage stocks of whisky, materials and sample components, liaising with relevant operational and commercial stakeholders.</li><li>• Control and apply relevant fiscal tax stamps.</li><li>• Balance supply and demand and interrogate data to ensure all customer request dates are met.</li><li>• Ensure correct cost centres are charged accordingly</li></ul>	