



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Dry Goods Label Store Controller</b>
<b>Business Unit / Group Function</b>	<b>Packaging &amp; Supply Chain</b>
<b>BU Team / Sub-Function</b>	<b>Packaging</b>
<b>Location</b>	<b>SBP</b>
<b>Team Leader</b>	<b>Dry Goods Team Leader</b>
<b>Team Members</b>	<b>N/A</b>
<b>Job Level</b>	<b>5</b>
<b>Role Purpose</b> To support the SBP Manufacturing Teams by providing a world class service by ensuring that all Dry Goods material supply is in place prior to each production run. Responsible for full dry goods stock accuracy of all label components and all the associated perpetual counts required to support this.	
<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 HRMC requirements for compliance and ensure a high standard of quality while carrying out daily tasks and complying with Health &amp; Safety standards.</li><li>• Ensure best practice processes in order to maximise stock accuracy &amp; co-ordinate the interface with the Manufacturing teams</li><li>• To co-ordinate with suppliers and outside storage facilities for labels to ensure stock &amp; transaction accuracy and that components are called off &amp; picked in time to support the manufacturing production schedule.</li><li>• Support investigation, problem solving process and effectively manage customer complaints, lot batch &amp; product tracking enquiries.</li><li>• Co-ordinate and execute daily, weekly, monthly and annual perpetual stock counts, leading pre and post investigation stages and support internal / external auditors.</li><li>• Lead appropriate auditing &amp; perpetual processes and support the implementation of team continuous improvement projects.</li><li>• Manage the label store and cut strip stamps for all components and ensure safe storage of label components and be accountable for zero losses in all high value components.</li><li>• Demonstrates behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&amp;S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.</li><li>• Build collaborative relationships with key internal stakeholders across the OBU including production, material control, procurement and supply chain to ensure all issues, risks and opportunities are recognised and subsequent impact to label store is understood and actioned to support the business needs.</li></ul>	
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