



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Business Support Assistant
Business Unit / Group Function	BBU
BU Team / Sub-Function	Global Marketing
Location	Richmond
Team Leader	Global Brand Managing Director
Team Members	No
Job Level	5
Role Purpose As part of the Business Support Team, you will play an integral role in providing a high standard of administrative support to 4 / 5 x GMLT Directors and their teams.	
Accountabilities <ul style="list-style-type: none">• Raise purchase orders and material requisitions for the teams in your remit in line with policy and subject to budget availability and approval.• Work with finance to ensure adherence to all supplier and PO processes including but not limited to supplier verification, purchase order creation, approval processes, invoice requirements.• Support finance with the quarterly APGMI invoice audits across brands in your remit providing all required documentation and detail from the brand teams.• Organise all international travel arrangements for the Brand Directors, including flights, transportation, accommodation, and visa assistance (where relevant), taking into consideration the account budgets and T&E policy and individual preferences.• Manage expenses in a timely manner for the Brand Directors ensuring annual budgets are adhered to.• Work with the Business Support team to plan, schedule and organise departmental conferences including the identification & booking of suitable venues, ensuring brand representation at venues, preparation of agenda items, on-the-ground logistics, taking minutes and follow up where required.• Maintain global distribution lists and send out samples & materials as required.• Undertake a range of general administrative support such as maintaining document management systems, copying, printing, and ordering stationery, or any other ad-hoc duties as required.• Deal with all queries and requests for information, both internal and external, in a confidential and discrete manner, ensuring timely execution and professional response to actionable requests.• Adhere to relevant WG&S reporting standards and governance procedures, providing information and insights, and participating in meetings related to performance management and business planning as per the William Grant Way (GW)	