



Job Title	Minor Change Coordinator
Business Unit	Operations
Location	SBP
Job Group	4B
Key Relationships	
Reports to:	CI & Data Management Team Leader
Responsible for:	N/A
Any other key relationships:	Internal: Planning team, Material Controller, Change Controllers, NPD, Regional specific BDM's, Customer Relations Team, Bottling Team Leaders, GTS, Legal
Job Purpose	
To support requests to make minor amendments to products or packaging across the markets.	
Key Responsibilities & Critical Success Measures	
<ul style="list-style-type: none">• Manage daily service reports to support service improvement initiatives• Support and manage minor amendments in line with Commercial and Marketing requirements and Business SKU creation rules while minimising excess and obsolete stock• Support commercial in any distributor changes in relation to labelling and packaging, adhering to business guidelines and legislative requirements.• Contributes appropriately in Packaging & Supply Chain forums and supports the implementation of team strategy, plans and continuous improvement projects and shares updated market knowledge.• Development, maintenance & improvement of the Minor change process, work Instructions, forms and guidelines, process maps and ISO documentation.• To maintain records and provide reports on Minor Change metrics accuracy and follow up required actions if necessary.• Manage the governance of minor packaging change from analysis of change request to relevant stakeholders, IFS data input, revisions and approvals.	