



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Distilleries Administrator
Internal Reference	OBU-0113
Business Unit / Group Function	OBU
BU Team / Sub-Function	Distilleries
Location	Dufftown
Team Leader Role	Site Leader
Role Level	5
Team Members	No
Role Purpose	
To provide professional administrative support to Dufftown Site Leader, Leadership Team & Site employees; as well as co-ordinating Site events.	
Accountabilities	
<ul style="list-style-type: none">• Administration and assistant duties for Site Leader:<ul style="list-style-type: none">o Provide extensive administrative support including initiating, composing, typing, editing correspondence, and producing management reports, management information as required.o Diary management; schedule meetings on behalf of Site Leader as well as prioritising and managing conflicts regarding diary management.o Organise all travel arrangements using Egenciao Complete and submit expenses using Concur• Office Management duties:<ul style="list-style-type: none">o Handling of all incoming and outgoing mail and deliveries on daily basiso Raise IFS requests to maintain/rectify faults within office buildingo Legal compliance – taxing all vehicles, tv licensing for on-site propertieso Arranging pool car and/or hire car bookingso PPE ordering for office & lab employeeso Site wide stationery orderso In control of meeting room diaries and resolving any clasheso Using Guestline system to arrange meetings, catering, and accommodation as well as liaising with Visitor Centre teams• Support Leadership team and Site employees with travel arrangements.• Provide HR Support as and when required, including note taking, creating employee and family induction packs, wellbeing strategy.• Accurate preparation of reports, presentations for delivery and minutes.• Co-Ordinate Site work wear orders including costing, collating, and distributing orders.• Manage health surveillance appointments and submitting weekly timetables to health provider, ensuring timely reviews and compliance.• Manage and co-ordinate on and off-site events including employee engagement, Site events and charity initiatives.• Update IT systems, databases.• Responsible for Local Giving budget and ensuring timely correspondence with external organisations. Providing administration support to Dufftown LEF and processing all bottle donation requests.	



INDEPENDENT FAMILY
DISTILLERS SINCE 1867

WILLIAM GRANT & SONS

