



WILLIAM GRANT & SONS

## ROLE PROFILE

Job Title	<b>Global Marketing Operations Manager</b>
Business Unit / Group Function	BBU
BU Team / Sub-Function	Global Marketing – Marketing Excellence
Location	Richmond
Team Leader	Global Head of Marketing Operations & POSM Procurement
Team Members	No
Job Level	4A
<b>Role Purpose</b> Responsible for the delivery of all Global Order Book and Global Web Shop across all William Grant & Sons' Brands working with Gifting, Merchandising and Global Brand teams to ensure timely delivery of all relevant POSM and selected gifting items. Provide effective integration of the Order Book timings with supplier timings and the Global Marketing Operating Rhythm.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Optimise and execute a simple, productive annual merchandising and gifting order cycle across all markets aligned to the global cycle plan.</li><li>• Work closely with the Global Brand Teams, the Global Merchandising Leads and with the POSM Procurement Manager to timely assemble and delivery The Global Order Book and Web Shop.</li><li>• Lead the communication related to timings and deadlines for the Global Order Book /Web Shop to markets and to Global Brand Teams</li><li>• Facilitate timely training and thrive to continuous optimisation of the system, process and capability</li><li>• Key liaison between WG&amp;S and the supplier of the Web Shop and ensure all governance is adhered to including data protection and distribution lists.</li><li>• Responsible for verification and validation of the Web Shop reporting and market orders including reconciliation.</li><li>• Financial management incl PO management, supplier invoice validation and market recharging.</li><li>• Ensure understanding of and adherence to the POSM William Grant Way process and continue to develop and deliver innovation to drive efficiency, customer service, quality and competitiveness.</li><li>• Demonstrate behaviours in line with, and support the achievement, of our Company values with a focus on creating and promoting a diverse and inclusive culture where teamwork is central to creating our legacy.</li></ul>	