



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Spirit Supply Administrator</b>
<b>Internal Reference</b>	OBU-0432
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Group Distilling & Technical
<b>Location</b>	Dufftown
<b>Team Leader Role</b>	Planning & Reporting Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
<p>To provide planning administrative support to Spirit Supply to ensure and efficient and effective service. Maintain and enhance process compliance and efficiency through continuous improvement to enable the business to meet and exceed customer expectations.</p>	
<b>Accountabilities</b>	
<p>Maintain and enhance efficiency and quality of spirit and wood processing procedures within spirit supply by supporting data collection and interpretation for departmental KPIs and business reporting. Enter and review Drams transactions for efficiency and losses, supporting investigations into the route cause of any loss activity. Review Cooperage activity and support identification and improvement of process improvement areas. Support improvement activity to enhance spirit supply effectiveness. Identify opportunities within the data handling process and support delivery of improvements. Support management systems in the spirit supply compliance area, namely ISO9001:2010, OHSAS18001, HMRC and spirit verification. Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at William Grant &amp; Sons where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.</p>	