



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Girvan Samples Team Member
Internal Reference	OBU-0396
Business Unit / Group Function	OBU
BU Team / Sub-Function	Group Distilling & Technical
Location	Girvan
Team Leader Role	Planning & Reporting Team Leader
Role Level	5
Team Members	No
Role Purpose The role is control end to end sample requests, meeting the needs, timelines and expectations of our customers and stocks business unit. The role covers order receipt, administration, sampling activity, fork lift truck driving in line with warehousing procedures, LIMS management and despatch compliance.	
Accountabilities <ul style="list-style-type: none">• Effectively manage sampling requests, prioritising and working to On Time In Full (OTIF) targets.• Manage sample administration and control, including LIMS and despatch management.• Carry out all sampling activities ensuring that safe working practices and quality procedures are strictly followed to ensure compliance with HMRC, environmental legislation, ISO 9001, OHSAS 18001 & ISO14001 requirements to produce safe food and feed products.• Contribute to comprehensive improvement plans that support our drive for improved operating costs.• Ensure all sampling processes and procedures are followed and offer ideas to improve.• Ensure stakeholder relationships are strong across multiple departments.• Ensure correct paperwork, and robust and accurate data recording, during the sampling of all spirit processed in the spirit supply area (new make and mature).• Drive hourly performance and KPI performance through personal drive and self-sufficient processes.• Conduct basic maintenance and safety checks as per the Operator Asset Care schedule.• Ensure high standards of housekeeping at all times to maintain a safe and organised work environment ensuring that areas for improvement are highlighted, recorded and actioned. Use structured problem solving methodologies for continual improvement.• Working within a high performing team culture, and aligning with the Company Purpose and Values, contribute appropriately to team meetings and support the implementation of the spirit supply strategy and continuous improvement projects.	