

Job Title	Commercial Co-ordinator (Compliance & Audit)
Business Unit / Group Function	QSI
BU Team / Sub-Function	QSI
Location	Phoenix House, SBP
Leader	Commercial Director - W. Europe, IMEA & Australia
People Leadership	None
Job Level	4B
Role Purpose To support the QSI Developed Markets Commercial team in key administrative tasks and support the interface between the Commercial team and customers primarily with International & National Multiple Retailers & Discounters.	
Accountabilities <ul style="list-style-type: none"> • Manage Customer interface to ensure all Customer requirements & documentation, especially for new product listings, are delivered on time. Confirm contractual charges (E.g., Lidl QA, Aldi Artwork, Portal charges) and ensure POs raised appropriately. • Maintain customer Portals to ensure Technical Specifications are kept up to date. • Ensure all new products have a corresponding Technical Specification and review to ensure any updated policies are communicated to the business. • Provide monthly policy audit check to Quality. Conduit between NPD and customer in relation to artwork amends etc. • Represent QSI at customer audits by providing process documents. • Ensure QSI is fully compliant with new legislation and Sub Contractor sites are compliant with customer requirements. • Review BRC and FSC certification to ensure QSI has the most up-to-date documentation. Complete Compliance exercises where required and attend Webinars on behalf of QSI to ensure we are in line with customer requirements. Liaise with Legal and Labelling Compliance • Review and action communication from Retailers regarding sustainability by completing in depth questionnaires and liaising with suppliers for technical details. • Submit annual submissions for QSI on packaging data and work with Technical Services Providers to ensure recycling symbols are compliant. • Work with 3rd party companies who collate packaging data on behalf of Retailers to ensure WGS standards are met. • Support Finance Manager with PO's; stat codes and new supplier accounts/risk assessments. 	

<ul style="list-style-type: none"> • Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner. • Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role. 	
Created by:	John Shields
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