



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Import Clearance Administrator</b>
<b>Internal Reference</b>	OBU-0458
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	OBU
<b>Location</b>	SBP
<b>Team Leader Role</b>	Logistics Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
To ensure import processes followed correctly between the requestor of the import, hauliers and elected freight forwarder on imports arriving by sea and truck into our UK sites and distilleries. Closely collaborating with all parties to obtain the clearance documents to allow imported goods to legally land and be moved within the UK.	
<b>Accountabilities</b>	
Follow all necessary controls to ensure we are HMRC compliant by reviewing accuracy of imports documentation and store for relevant audit lifetime. <ul style="list-style-type: none"><li>• Coordinate and consult with import requestors, hauliers and K&amp;N on imports requiring clearance.</li><li>• Monitor status of vessels and trucks arriving and moving through approvals rectifying any imports obstacles and queries to find a solution.</li><li>• Function as point on contact for WG&amp;S on import queries and advising on the process.</li><li>• Liaise with the Compliance team on certain queries and alert them to any problems or issues.</li><li>• Prepare and present, check and process through Freight forwarder invoices for each import cleared.</li><li>• Develop and maintain strong relationships with the internal and external stakeholders to ensure efficient responses.</li><li>• Support logistics and transport department with administration tasks as required.</li><li>• Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.</li><li>• Contribute and participate in the Team Performance System through engaging in team meetings and taking an active part in problem solving activities.</li><li>• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.</li></ul>	