



ROLE PROFILE

Role Title	Vat Hall Team Member
Internal Reference	OBU
Business Unit / Group Function	OBU
BU Team / Sub-Function	Group Packaging and Supply Chain
Location	Arete
Team Leader Role	Warehouse, Production Operator, Arete
Role Level	104
Team Members	No
Role Purpose	
To receive, reduce and process spirit from WG&S Distillery in order to meet bottling requirements, whilst remaining compliant with all relevant legislation. Support other activities on the site in line with the site	
Accountabilities	
<ul style="list-style-type: none">• Carry out processing and all other related spirit supply activities, ensuring that safe working practices and quality procedures are strictly followed to remain compliant with UK Tax & Customs, environmental legislation, ISO 9001, and OHSAS 18001 requirements, and to produce a safe product• Liaise with Dufftown Spirit Supply teams to plan delivery of spirit to meet Bottling requirements within Vat Hall capacity. Responsible for data input for spirit supply receipts, calculations and quality data into WG&S systems in order to maintain and track spirit and spirit finances effectively.• End to end responsibility from Arete intake to live bottling on line. Including all necessary quality checks, delivering a positive release for bottling.• End to end IBC management to maximise and optimise IBC storage capacity and lifecycle, adhering to all DSEAR standards and regulatory requirements.• Responsible for processing, picking, packing and shipping House of Hazelwood actives ensuring that safe working practices and quality procedures are strictly followed to remain compliant with UK Tax & Customs, environmental legislation. Ensuring any stock requiring reworks is completed in a HMRC compliant.• Conduct task associated with good warehouse management process for both Wet and Dry Goods. Including annual stock take and perpetual inventory count to ensure stock accuracy and minimising loss as per targets set.• Build collaborative relationships with key internal stakeholders across the OBU including production, material control, procurement and supply chain to ensure all issues, risks and opportunities are recognised and subsequent impact to label store is understood and actioned to support the business needs.• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at William Grant & Sons where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.	