



WILLIAM GRANT & SONS

## ROLE PROFILE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |
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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Marketing Coordinator</b> |
| <b>Business Unit / Group Function</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ODC                          |
| <b>BU Team / Sub-Function</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Marketing                    |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | New York, NY Office          |
| <b>Team Leader</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Head of Consumer Engagement  |
| <b>Team Members</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                           |
| <b>Job Level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5                            |
| <b>Role Purpose</b><br>This role is to assist with compliance of purchasing controls.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |
| <b>Accountabilities</b> <ul style="list-style-type: none"><li>• Inputs purchase orders and goods receipts into IFS systems</li><li>• Administers approval of Purchase Orders to ensure goods &amp; services are completely approved before being delivered or rendered</li><li>• Prepare monthly reports on PO compliance and PO spend analysis</li><li>• Support the branded portfolio teams with vendor/AR management</li><li>• Continually feeds back opportunity for improvement in the purchasing process</li><li>• Support with ad-hoc projects and requests as requested</li></ul> |                              |