



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Wet Goods Team Member (104)
Internal Reference	OBU-0407
Business Unit / Group Function	OBU
BU Team / Sub-Function	Packaging
Location	SBP
Team Leader Role	Wet Goods Team Leader
Role Level	5
Team Members	No
Role Purpose To support Wet Goods team in order to deliver results in line with the Packaging strategy and to meet internal/external stakeholder requirements. To ensure a high standard of quality while carrying out daily tasks and complying with HMRC and Health & Safety standards.	
Accountabilities <ul style="list-style-type: none">•Ensure that safe working practises and quality procedures are adhered to in line with ISO 9001, BRC, environmental and HRMC requirements for compliance, identifying and reporting any H&S risks, conducting basic maintenance and coordinating housekeeping tasks and audits, providing suggestions for improvement.•Implement best practice processes and procedures within Wet Goods and offer any ideas for improvement to maximise team effectiveness and flexibility, ensuring a strong interface with key stakeholders such as bottling and logistics.•Prioritise and provide guidance to team members, oversee the daily activities on the shop floor and report back tracking against plan, attending relevant team meetings and deputising for the shift coordinator in his absence.•Carry out efficiently and effectively all Wet Goods related tasks, including receipting inbound goods, managing customer dispatches, auditing loads and managing the receipt and movement of finished goods into the Wet Goods warehouse, ensuring all goods are identified & accounted for accordingly•Support identification and management of any non-conformant stock, working closely with quality team•Supports the implementation of team strategy and continuous improvement projects as well as taking part in stock takes, perpetual counts and audits.•Support the admin team in the case of absence, conducting basic tasks such as preparing documentation and supporting the FCL/LCL desk where required•Demonstrate behaviours in line with our values and diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.	