



Job Title	Logistics Specialist
Job Level	4B
Location	SBP
Business Unit	Group Packaging & Supply Chain
Function	Supply Chain
Leader	Logistics Team Leader
People Leadership	N/A
Role Purpose	
To provide analysis and expertise to facilitate the flow of goods to and from the WGS facilities whilst controlling cost and maintaining service to agreed levels.	
Responsibilities	
<ul style="list-style-type: none">• Determine logistical solutions to service customers and support Procurement and Whisky Stocks in servicing manufacturing sites in the most cost effective and timely way whilst adhering to all regulatory requirements• Monitor, review and manage supplier performance (KPI) to agreed levels and lead monthly service level reviews. Provide visibility of supplier KPI with Logistics leader/Procurement Category leader.• Develop and maintain relationships with global stakeholders across internal WGS operations and external suppliers and customers• Conduct regular checks to ensure all invoices have been received, Process all freight forwarder invoices daily ensuring all costs are coded and conduct regular checks to ensure all invoices have been received, checked and processed accurately and efficiently.• Prepare cost analysis reporting to identify trends and improvements, analysing spend data against cost centre and geography. Present findings back to Team Leader.• Ensure visibility of supplier performance (KPI) to Logistics Leader and Procurement Category Lead. Collate data, prepare and present graphs for Logistics team Dashboard• Work with Accounts Payable to manage supplier invoice payments and ensure minimal delays/late payments. Publish to Logistics Manager, Category Procurement Lead and Head of Customer Relations WG&S timely payment performance• Support the freight movements of inbound barrels & glass controlled by Whisky Stocks and Material Control, in conjunction with receiving site requirements• Prepare customs clearance for inbound shipments, liaising with Compliance as appropriate	