



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Senior Manager – POS &amp; Planning</b>
<b>Business Unit / Group Function</b>	ODC BU
<b>BU Team / Sub-Function</b>	Commercial / Commercial Planning
<b>Location</b>	NYO
<b>Team Leader Role</b>	Director – Shopper Marketing & Category Development
<b>Role Level</b>	4A
<b>Team Members</b>	Yes
<b>Role Purpose</b>  Oversee and manage entire US POS procurement process from ideation through fulfillment. Lead agency team responsible for delivering against POS component of Shopper Marketing, Consumer Marketing and Commercial strategies (Shopper, AdHoc, Buy-Book). Oversee critical marketing services in support of shopper marketing strategy (Asset Library, creative resource, corporate and brand identities). Lead change management efforts across the US organization to support the introduction of new POS procurement and planning processes (Commercial Excellence, VALO).	
<b>Accountabilities</b>  Plan and lead feedback mechanism with key stakeholders for the optimization of POS process and procurement supporting across both by Brand and Commercial teams. Participate in Shopper Marketing ideation and development in support of trade marketing strategy. Identify, coordinate and communicate changes to the POS planning and delivery process, ensuring alignment with overall brand planning process.  <ul style="list-style-type: none"><li>• <b>Agency Briefings:</b> Act as council to brand teams in planning process. Lead all POS meetings, sets agendas, outcomes and timelines for meetings.</li><li>• <b>Sales / Distributor Planning Presentations:</b> Lead timely development of all POS buy book pre reads, pricing document and buy book documentation across all brands.</li><li>• <b>POS Development:</b> Coordinating the production process of all POS items for the William Grant &amp; Sons portfolio.</li><li>• <b>POS Buybook Ordering System and Warehouse:</b> Managing the online ordering system and POS inventory at the Agency Warehouse.</li><li>• <b>Budget &amp; Timeline Management:</b> Lead regular audits of AdHoc POS ordering nationwide to ensure compliance and efficiency, working with brand teams to manage quantities and supplements as needed. Work with global POS partners to share best practice, identify Global synergies and drive efficiencies where appropriate.</li><li>• <b>People Management:</b> This position has two direct reports and is responsible for setting Key Performance Indicators, directing/guiding towards achievement of KPIs, conducting Annual and Mid-Year Performance Evaluations.</li></ul>	