



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Sub Con Transport Coordinator</b>
<b>Internal Reference</b>	OBU-0292
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Supply Chain
<b>Location</b>	SBP
<b>Team Leader Role</b>	Logistics Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
To support and coordinate the subcontract logistic movements to ensure efficiencies and delivery to plan in line with distribution strategy and compliance with relevant legislation.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Prepare and plan the daily movements of Sub Con stock movements with selected hauliers to ensure required movement of our products in line with schedule.</li><li>• Maintain and administer all transport function paperwork, ensuring records for fleet are accurate and readily available and auditable.</li><li>• Support the daily movements of Drivers and the internal transport fleet to ensure required movement of liquid stock in line with schedule.</li><li>• Prepare and process monthly sub con recovery data, ensuring data accuracy and budget postings</li><li>• Analyse the daily plan and ensure it is adhered to in terms of delivery and servicing, providing best practices and identifying areas of continuing improvement across the teams.</li><li>• Develop and maintain relationships key stakeholders across internal WGS operations and external suppliers and customers to ensure optimal service levels.</li><li>• Participate and contribute to team performance by engaging in team meetings and taking an active part in problem solving activities.</li><li>• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.</li><li>• Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.</li></ul>	