



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Transport & Spirit Movement Coordinator
Internal Reference	OBU-0053
Business Unit / Group Function	OBU
BU Team / Sub-Function	Distilleries
Location	Girvan
Team Leader Role	Mature Spirit & Stock taking Team Leader
Role Level	4B
Team Members	No
Role Purpose To manage and administer the program of logistics movements, contract bottling & Girvan cask repatriation/removal plan, ensuring full delivery of results in line with the annual business plan and compliance with all relevant legislation.	
Accountabilities <ul style="list-style-type: none">• Create and manage schedules for all internal tanker fleet to meet requested delivery times in full.• Schedule internal transport to maximise use of fleet whilst meeting internal customer orders on time.• Ensure accurate and timely tanker schedules for all internal fleet movements.• Manage the Schedule & required updates daily to ensure that the fleet are utilised productively, measuring conformance to plan.• Manage the remnant process to ensure that spirit and ibcs are repatriated monthly to the Girvan site.• Comply with all processes as defined by the WGW including the reporting of non-conformances.• Adhere to practices and procedures to comply with both internal and external regulatory Health and Safety requirements. Understand Risks in area and controls necessary to minimise impact.• Contribute and participate in the Team Performance System through engaging in team meetings and taking an active part in problem solving activities.• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.	
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