



Job Title	Mature Spirit Planner & Scheduler
Job Level	4B
Location	Girvan
Business Unit	Distilling & Technical
Function	Planning
Leader	Mature Spirit Planning & Reporting Team Leader
People Leadership	N/A
Role Purpose To plan William Grant and Sons mature spirit tipping operations for Girvan over a 13 week horizon in collaboration with internal teams (e.g. Whisky Stocks, Warehousing, Tipping, VAT Hall, Tank Farm, etc) to ensure all customer orders are met for Girvan.	
Accountabilities <ul style="list-style-type: none"> Plan William Grant and Son's tipping operations for Girvan Distilleries over a 13 week horizon, creating a 7 day rolling schedule of availability to Spirit Supply ensuring all customer orders are met for both sites. Manage and co-ordinate customer contracts for mature spirit. Plan and manage replenishment of mature spirit Vat levels at SBP / Girvan / Tullamore. Process all customer cask removals and cask repatriation in line with Whisky Stocks strategy. Process all contract bottling requests in line with IFS Report / customer orders. Monitor and ensure mature spirit tipping is in line with the agreed budgeted volumes at both sites and highlight opportunities and risks where appropriate. Support Mature Spirit Planner with tipping plans and mature spirit requirements. Build collaborative relationships with all internal customers to ensure all streams provide up to date and timely information re plan attainment. Conduct daily, weekly, etc review meetings with key internal customers in order to deliver achievable plans with minimal changes. Support Supply Chain KPIs such as Customer Satisfaction/Service and compliance. Initiate and execute a yearly customer satisfaction survey for internal customers in order to highlight areas for improvement. Support continuous improvement activities in order to strive to enhance planning effectiveness at all times. Demonstrate behaviours in line with our diversity, equity and inclusion strategy 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 	
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