



Job Title	Distribution Admin Team Member
Job Level	5
Location	SBP
Business Unit	Group Packaging & Supply Chain
Function	Supply Chain
Leader	Distribution Team Leader
People Leadership	N/A

Role Purpose

To support the Operational functions by co-ordinating full container loads (FCL) and loose container loads (LCL) processes in order to meet daily targets and customer service. To prepare HMRC documentation in order for goods to be despatched and movement of goods to be compliant.

Responsibilities

- Ensure tasks within Admin function are compliant with Health & Safety, Environmental and Customs & Excise legislation in order to maintain compliance with all regulatory bodies related to Warehousing and Transport Activities.
- To ensure that safe working practises and quality procedures are adhered to in line with ISO 9001 BRC, environmental & HMRC requirements for compliance.
- Implement best practise processes and procedures within Admin function, specifically FCL and LCL processes and HMRC documentation, in order to maximise team effectiveness and flexibility, ensuring a strong interface with Bottling, Dry Goods, CRD & external customers and suppliers.
- To support the deployment of team members within the function.
- To ensure that any changes to procedures as a result of any new HMRC legislation are carried out within the set timescale.
- Contributes appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects.
- To support Distribution team in order to deliver results in line with the Distribution strategy and to meet internal/external stakeholders requirements

Key Performance Metrics:

KPI		Description
1.	Projects & Foundations	Building Foundations in SC. Focus on building Supply Chain capability and process improvements to deliver the growth of the business, whilst supporting delivery of key metrics
2.	Business Transformation	Supporting key business initiatives by providing Logistics expertise - taking steps to create an advantaged Supply Chain.
3.	People	Build capability within the Global Logistics function, Ensure the Global Logistics team are seen as key influencers and credible partners within the organisation

Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Adapting and Responding to Change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

Delivering Results and Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Coping with Pressures and Setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
- Seeks progression to roles of increased responsibility and influence

Skills and Qualifications:

Essential:

- Proven track record demonstrating compliance and knowledge of HM Revenue & Customs legislation.
- Proven team member who can work towards their objectives, performance within the team environment and develop skills in order to achieve their potential development and flexibility within the Distribution team.



- Good knowledge /experience of warehouse operations & distribution processes

Created by:	Daniel Dieste
Date:	August 2018
HRBP:	Fiona Campbell
Date of last revision:	August 2018