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| **Job Title** | **Brands Dispense Executive** |

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| **Reporting to**  | Technical Services Manager |
| **Business Unit** | Commercial GB  |
| **Department**  | Brands Dispense/Comm Ops |
| **Job Grade (if applicable)** | N/A |
| **Location**  | Wellpark |
| **Travel Requirements (if applicable)** | UK |

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| **Role Summary**  |
| An exciting opportunity has arisen for a Brands Dispense Executive within the Commercial Operations Team. This is a pivotal and fast paced role within C&C where no two days are the same and best laid plans are subject to change, so resilience, the ability to problem solve and a can-do attitude are a pre-requisite.The successful candidate will be expected to provide strong support to our Commercial Sales team, Quality Dispense Managers and Customers tackling all queries related to our Brands Dispense function. |

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| **Key Accountabilities**  |
| * Responsible for recording, verifying and reporting on all Brands Dispense Data.
* Manage all relevant processes and transactions relating to Brands Dispense.
* Build and manage relationships with both internal and external stakeholders.
* Drive interdepartmental communication and process improvements in areas of the business where brands dispense activities intersect with other departments.
* Raise all PO’s and recharge invoices as required.
* Verify and sign off invoices relating to external work undertaken.
* Manage and own approvals process for all dispense work and ensure this is carried out to a high standard in a timely manner.
* Provide regular reporting to external brewing partners
* Work closely with external teams from third party providers.
* Action and own all equipment requests received for dispense.
* Manage dispense project improvements and reporting
* Undertake process improvements where applicable.
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| **Key Stakeholders** |
| **Internal*** **GB Sales teams and Quality Dispense Managers**
* **Finance Team**
* **Marketing Team and Badaboom**
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| **External** * **Our Brands Dispense partner, MBMS and Stores and Planning teams**
* **Technical Service Providers**
* **Other Brewers**
* **External Customers**
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| **Skills** |
| * Excellent communication skills, with the ability to communicate at all levels, ensuring information is delivered and understood.
* Ability to build strong relationships with internal and external customers
* Disciplined approach to organisation, administration, and project management.
* Strong financial awareness and budget management
* Ability to work to deadlines and manage own time effectively.
* Ability to manage multiple projects simultaneously and to prioritise workload.
* Proficient in IT systems with the ability to learn quickly
* Results and action orientated
* Strong problem solving, numerical and analytical skills with excellent attention to detail
* Ability to work at pace in a fast paced, ever-changing environment.
* Ability to challenge the status quo.
* Team player who is also confident working independently
* Positive, enthusiastic and driven.
* Curious and a passion for learning, exploring the why and how we do things to develop yourself, the business and those around you.
* An organised approach, with the ability to multi-task at busy times and with autonomy, particularly with a varied workload in a fast-paced environment.
* Committed to your work, the team and helping others, not just willing- but wanting to go the extra mile to make your work and the team’s output the best it can be.
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| **Experience and Qualifications** |
| * Operational experience either in a commercial operations or supply chain environment preferable.
* Commercial experience within an FMCG environment desirably within the drinks industry
* This role may also suit a recent graduate who can think on their feet and learn quickly and who is looking to start their career in the drinks industry.
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