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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** |
| **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. |