



Job Title (Vidrala Group)	Packaging Coordinator
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Organisational Unit	Encirc
Business Unit	Planning
Reporting to (Hierarchical)	Materials Lead
Reporting to (Functional)	Materials Lead

Main Purpose of Role

The Packaging Coordinator manages the implementation of minor packaging changes and product setups for beverage products at Encirc. This includes managing updates such as vintage rolls, label amendments, and specification adjustments, such as ABV and allergen changes. The role ensures that all packaging components and new products are correctly set up, compliant, and ready for production, while maintaining strong communication with customers, suppliers, and internal teams.

Key Accountabilities

- Manage projects for new product setup, ensuring timely delivery and readiness for production.
- Coordinate and implement minor packaging changes, including vintage updates and label revisions.
- Maintain accurate packaging specifications and ensure all materials meet food safety and compliance requirements.
- Track packaging items through the approval process, ensuring deadlines are met and stakeholders are informed.
- Liaise with customers to clarify design briefs and ensure packaging changes align customer expectations
- Collaborate with suppliers to ensure timely delivery of updated packaging materials and resolve any discrepancies.
- Provide technical input on packaging compatibility with production processes and equipment.
- Ensuring all packaging data is accurate and complete, within in related systems
- Provide packaging information to customers and internal stakeholders on request.
- Support internal teams with mock-ups, artwork reviews, and minor design optimisations.
- Participate in continuous improvement initiatives to streamline packaging change processes.

Knowledge, Skills and Experience

Business Knowledge

- Understanding of the impact of packaging changes on manufacturing and supply chain operations.
- Awareness of impact of materials in manufacturing process
- Knowledge of supplier lead times and how they impact production planning.
- Awareness of how packaging materials and formats interact with bottling line capabilities (e.g., label orientation, bottle shape, closure type).

Essential Functional / Technical Skills

- Experience in packaging coordination or a similar role within FMCG or beverage manufacturing.
- Strong organisational skills and attention to detail.

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".



- Effective communication with internal teams, suppliers, and customers.
- Ability to manage multiple projects simultaneously and independently.
- Proficiency in Microsoft Office and familiarity with packaging and ERP systems.
- Understanding of packaging materials, printing processes, and compliance requirements.

Personal Attributes / Competencies

- Alignment with our company values:
 - Commitment to Customers
 - People Commitment & Development
 - Sustainability
 - Collaboration
 - High Performance
 - Innovation & Continuous Improvement
- Alignment with our company purpose:
 - Great People
 - Great Place
 - Great Future

Impact

Individual Contribution / KPIs



- Right first time %
- On time delivery of projects

Key Contacts

- Customers
- Suppliers
- Material Administrators

Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

Value	Leads Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. I respectfully call out any unsafe or disrespectful behaviours, every time.

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Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.