

DISPENSARY ASSISTANT MANAGER

One (1) Full-time, Non-Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed application
- Personal statement/Cover Letter
- Current Resume'
- Minimum of three (3) professional Letters of Recommendation
- College Transcripts (if applicable)
- Copy of High School Diploma/GED
- Copy of valid unrestricted driver's license
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

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POSITION DESCRIPTION

POSITION:

Dispensary Assistant Manager
One (1) Full-time, non-exempt position

LOCATIONS:

32 Superior Ave
Crystal Falls, MI 49916

SUPERVISORY CONTROL:

Dispensary Manager

SALARY:

Minimum starting wage = \$18.00/hr.

QUALIFICATIONS:

- Bachelor's Degree in Business, Hospitality, Management, Accounting, or related field **AND** one (1) year of full-time work experience in management, sales, or retail business operation. Work experience must include a minimum of one (1) year supervisory experience.
OR
- Associates Degree in Business, Hospitality, Management, Accounting, or related field **AND** three (3) years of full-time work experience in management, sales, or retail business operation. Work experience must include a minimum of one (1) year supervisory experience.
OR
- Must have a High School Diploma or GED **AND** a combination of post-secondary education and full-time work experience in management, sales, or retail business operation totaling five (5) years. Work experience must include a minimum of two (2) years of supervisory experience.
- Previous Cannabis knowledge and experience is strongly preferred.
- Moral character requirements as specified by Company and in accordance with the Michigan Medical Marijuana Licensing Act, section 405
- Must possess a valid, unrestricted driver's license, be insurable, and have reliable transportation.
- Must have a flexible schedule to accommodate the hours of operation.
- Ability to perform all positions and job duties of dispensary operation.
- Be physically sound and occasionally push, pull, or lift to 50 lbs. unassisted.
- Demonstrated ability to communicate effectively, both orally and in written format.
- Demonstrated ability to meet targets and strict deadlines.
- Possess strong customer service skills.
- Possess leadership and decision making skills.
- Possess planning and time management skills.
- Possess the ability to execute multiple tasks at a time without losing focus.

- Must be able to work cooperatively with a variety of people.
- Ability to operate MS Office computer software, adding machines, POS systems, and the cash register is required.
- Must be able to work with large amounts of currency and large numbers.
- Must be accurate, fair, and precise in all aspects of duty and responsibility.
- Must have a flexible schedule to accommodate the hours of operation.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug screen, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Assist in the supervision and directing of employees.
2. Responsible to work and perform the job duties of all dispensary positions, as needed.
3. Ensure that there is the delivery of excellent customer service.
4. Assist in recruiting, hiring, training of new employees.
5. Ensure compliance of employees to company policies and procedures.
6. Assist in ensuring the maximization of production, sales, and overall profitability takes place.
7. Maintain inventory and stock levels by placing orders as directed by the manager.
8. Investigate inventory variations and shortages.
9. Assist with the upkeep of business records.
10. Create and monitor employee schedules.
11. Perform administrative duties as required by the manager.
12. Ensure a high level of sanitation or cleanliness.
13. Ensure security and safety of facilities; complying with all safety guidelines.
14. Report an issue of customer or employee misconduct to the Manager or the appropriate authority, if necessary.
15. Assist with the identification of operational problems and the development of standards, policies, and procedures.
16. Directly participate in the stocking product on the sales floor.
17. Provide courteous and prompt resolution of employee and/or customer issues.
18. Perform daily computer entry and paperwork tasks as assigned by the manager.
19. Attend meetings with staff members and lead them in the absence of the manager.
20. Perform basic facilities maintenance
21. Stay informed and knowledgeable about Cannabis state and local laws, regulations, and industry news.

22. Assist with completing day-to-day office procedures (submitting bills and necessary paperwork to accounting).
23. Provide correspondence and reports as directed by the manager.
24. Responsible for supervision and duties in the absence of the manager.
25. Personal Protection Equipment (PPE) is required to help prevent the spread of the Coronavirus.
26. Other duties as assigned by the manager.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: September 2, 2020

Closing Date: September 16, 2020 @ 4:00 pm or until filled