



JOB TITLE:	Dispensary Assistant Manager
LOCATION:	Redding, CA
REPORTS TO:	Dispensary Manager
JOB TYPE:	Full time

JOB DESCRIPTION

Consistently deliver excellent customer service in the dispensary by educating customers and patients, accurately tendering transactions, and maintaining compliance with all state and local regulations.

Assist the Dispensary Manager with overall dispensary activities and the budtender team.

JOB DUITES AND RESPONSIBILITIES

- Collaborate to develop and implement practices, policies, and strategies that support a continuous improvement culture
- Ensure accuracy and compliance in all transactions
- Record all sales and inventory transactions in accordance with state and local laws and regulations
- Model the company core values at all times when representing the company
- Ensure all employees have accurate, current knowledge and materials related to their position
- Develop and implement individual training plans in conjunction with direct reports
- Communicates the details of daily operations to key stakeholders
- Oversee procedures related to opening, operations, and closing of the retail store
- Participate in recruiting, training, continuous development, and success of employees
- Participate in in team building and leadership and corporate development activities; support corporate initiatives and implement procedures and protocols provided by management
- Stay informed and knowledgeable about state and local laws, regulations and industry news
- Interface with regulators and law enforcement as required
- Oversee all aspects of the sales floor to maintain a clean, inviting, professional environment
- Perform inventory reconciliation as required
- Report all adverse events; participate in or lead deviation investigations
- Additional duties as requested



KNOWLEDGE, SKILLS AND EXPERIENCE:

- Three years in progressively responsible retail experience
- Experience in the cannabis industry required
- Understanding of inventory management practices
- Expert level knowledge of strains, genetics, growing and effects of cannabis and cannabis infused products
- Working knowledge of Microsoft Office and current electronic POS, and generally computer literate
- Ability to manage a team in a fast paced, heavily regulated environment
- Ability to work evenings, weekends, and holidays to meet the needs of a fluid schedule and changing priorities
- Integrity beyond reproach
- Excellent oral and written communication skills
- Desire to achieve success and a work ethic to match
- Must be at least 21 years old and must pass criminal record check

KEY PERFORMANCE INDICATORS:

- All sales and inventory information is current and accurate in the electronic Point of Sale (POS) System
- All supporting records, logs, ledgers and documentation is current and accurate
Training records are current and accurate
- The sales floor is clean, inviting, professional, and compliant at all times
- Maintain staff turnover rate at or below goal
- Deliver performance appraisals 100% on time
- Achieve or exceed retail sales goals