

Job Title: Dispensary Inventory Assistant

Job Summary: Assist with inventory and storage management of cannabis products.

Salary:

Duties and Responsibilities:

- Assist with examining shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.
- Assist with identifying problems, such as damages, shortages, or nonconformance of products and document these issues for Dispensary Inventory Manager.
- Assist Dispensary Inventory Manager in planning for upcoming inventory needs based on estimated consumer demand, sales data, and industry knowledge.
- Assist with completing required data entry (logging transactions, transfers, and daily intake/outgoing product) using internal tracking software and state-required electronic record keeping systems.
- Assist with maintaining accurate inventory, and complete weekly reconciliation audits in the state-required seed to sale tracking system.
- Unpack, sort, label, and store merchandise as directed.
- Maintain dispensary cleanliness and organization, including any areas where product is stored.
- Follow Company's standard operating procedures, and state and federal laws, including protocols for safety, sanitation, customer service, and security including cash handling, locked storage of product, and recognizing risk.
- Continually strive to improve Company's processes for improved safety, quality, and efficiency.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in a retail store environment.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- May be required to work outdoors and/or during inclement weather.

Minimum Qualifications:

Age: 18 years of age

Education: High school diploma or equivalent

Experience:

- Prior inventory or retail experience preferred.

EEO Statement: [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.

EXAMPLE