

Job Title: Dispensary Sales Assistant

Job Summary: Assist with providing service and assistance to customers through sharing of product knowledge, answering questions, and completing retail sales transactions.

Salary:

Duties and Responsibilities:

- Assist with driving repeat business through creating customer confidence, capturing customer data, and building brand loyalty.
- Maintain up to date knowledge on products and industry knowledge, including cannabis laws and regulation.
- Assist with fulfilling customer orders, inform customers of promotions, and accept payments.
- Provide high level of customer experience by answering customer questions and making recommendations based on customer needs and demonstrating knowledge of products.
- Accountable for accurately utilizing Company's Point of Sale system and state-required seed to sale system, including opening and closing registers.
- Check customer IDs to ensure they meet the minimum age requirements to purchase and consume cannabis.
- Meet any required personal sales goals.
- Execute transactions with high attention to detail and ensure accuracy in register transactions.
- 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.
- Must be able to accommodate flexible scheduling expectations including weekend, evening, and holiday schedules.
- Dependent upon the location, you may be required to hold a current driver's license and maintain a good driving record.
- Add value by being an authentic and confident self-leader who strives to execute our world-class hospitality program.
- Actively participate in required training and education.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- This job operates in a retail store environment.
- May be required to work outdoors and/or during inclement weather.

Minimum Qualifications:

Age: 21 years of age

Education: High school diploma or equivalent

Experience:

- Previous experience with retail or customer service 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